



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
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NGB-ARH

27 SEP 2006

MEMORANDUM FOR The Military Personnel Management Officers of All States, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia

SUBJECT: Commissioned Officers – Federal Recognition and Related Personnel Actions (NGR 600-100) Implementing Draft (NGB-ARH Policy Memo # 06- 056)

1. Reference, National Guard Regulation (NGR) 600-100, Commissioned Officers – Federal Recognition and Related Personnel Actions, dated 1 October 1996.
2. The enclosed implementing policy is authorized for use as an implementing draft until the final version of the regulation is published. This policy supersedes the current (and all other versions) NGR 600-100.
3. The projected publication date of NGR 600-100 is undetermined, however on 21 September 2006, the NGB-JA final review determined the NGR 600-100 legally sufficient. Until official publication, the revisions in this implementation policy must be utilized, without exception. The effective date of this implementation policy is 1 October 2006.
4. Upon publication of NGR 600-100, it is imperative that each chapter is read in its entirety, as well as the references to other chapters throughout the regulation that pertain to Army National Guard officer policy and personnel management. Be advised that minor revisions as well as several references may be modified and adjusted to the current layout of the regulation during the final editing process.
5. Chapter 11 (General Officers) is not included in this guidance due to probable legislative changes to the National Defense Authorization Act (NDAA) 2007. Information pertaining to these changes will be published when this office receives specific guidance. In the interim, separate implementation guidance has been published regarding the personnel management of general officers (NGB-ARH Policy Memo 06-052).
6. This memorandum and implementing policy will expire upon the publication of the new NGR 600-100.

NGB-ARH

SUBJECT: Commissioned Officers – Federal Recognition and Related Personnel
Actions (NGR 600-100) Implementing Draft (NGB-ARH Policy Memo # 06- 056)

7. Point of contact is Officer Policy Branch, DSN 327-3400, (703) 607-3400.

Encl
as



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Implementing Policy (NGR 600-100)**1 October 2006**

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- G.** Biographical Summary Format
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- J.** Instructions for processing applications for Chaplain and Judge Advocate General Corps Branches

Appendix A

References

Title 5, United States Code - Government Organization and Employees

Title 10, United States Code - Armed Forces

Title 32, United States Code - National Guard

AR 25-50

Preparing and Managing Correspondence

AR 40-501

Standards of Medical Fitness

AR 135-91

Service Obligations, Methods

AR 135-100

Appointment of Commissioned and Warrant Officer of the Army

AR 135-101

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches

AR 135-155

Promotion of Commissioned Officers and Warrant Officers of the Army

AR 140-10

Assignments, Attachments, Details, and Transfers

AR 165-1

Chaplain Activities in the US Army

AR 380-67

The Department of the Army Personnel Security Program

AR 600-2

Name and Birth Data and Social Security Number

AR 600-8-2

Suspension of Favorable Personnel Actions (FLAGS)

NGR 600-100

AR 600-9

Army Weight Control Program

AR 600-20

Army and Policy

AR 604-10

Military Personnel Security Program

AR 611-101

Personnel Selection and Classification, Commissioned Officers Classification System

AR 611-112

Personnel Selection and Classification, Manual of Warrant Officer Military Occupational Specialty

AR 614-100

Officer Assignment Policies, Details and Transfers

AR 635-100

Officer Personnel

AR 635-200

Enlisted Personnel

AR 670-1

Wear and Appearance of Army Uniforms and Insignia

DA Pam 600-3

Commissioned Officers Professional Development and Utilization

FC/NGR 350-2

Reserve Component Training

NGR 10-1

Organization and Federal Recognition of Army National Guard Units

NGR 37-104-3

Military Pay and Allowances - Army National Guard

Army National Guard Aviation: Flight Regulations

NGR 351-5

State Military Academies

NGR 600-105

Aviation Service of Rated Army Officers

NGR 614-1

Inactive Army National Guard

NGR 635-100

Termination of Appointment and Withdrawal of Federal Recognition

NGB Pam 37-104-3

Unit Level Military Pay Procedures, Army National Guard

NGB Pam 37-104-10

State Level Military Pay and Allowance Procedures, Army National Guard

NGB Pam 600-3

Professional Development and Utilization of Commissioned Officers in the Army National Guard

APPENDIX B***Documents Required by NGB for***

Federal Recognition (For Other than General Officers)

For basic branch commissioned officer appointment packets:

1. NGB Form 62
2. NGB Form 337
3. State appointment order
4. NGB Form 89/89E
5. Senior Army Advisor endorsement
6. NGB Form 61 or DD Form 368 (if applicable)
7. Military education documentation (OCS/ROTC diploma or DA Form 1059/diploma for current grade and branch)
8. Civilian education documentation (original college transcripts or statement in Figure 3-4, NGR 600-100, signed by Registrar, certified true copy ILO raised seal)
9. DD Forms 2808 & 2807-1 (Report of Medical Examination and Report of Medical History (current within 24 months)
10. DA Form 5500 Body Fat Content Worksheet (if applicable)
11. Copy of SSN card or statement in figure 3-3, NGR 600-100
12. Birth certificate or statement in figure 3-1 or 3-2, NGR 600-100 (as appropriate)
13. Verification of security clearance (figure 3-5, NGR 600-100)
14. Statement of military service obligation (appendix H, NGR 600-100)
15. TAG/CNGB/SA approved waiver (if applicable)
16. Reserve of the Army appointment/promotion memorandums or orders (if applicable)
17. DD Form 214 (if applicable)
18. Statement of understanding if unable to complete 20 years of service for retirement (Figure 3-6, NGR 600-100)(if applicable)
19. Award orders and citations (if applicable)
20. Orders or memoranda appointing FRB (if applicable)
21. Aviation service order request (if applicable)

For commissioned officer branch transfers:

1. TAG endorsement to NGB-ARP-CO
2. State branch transfer order
3. NGB Form 89 (if applicable)
4. Senior Army Advisor endorsement (when FRB is required)
5. Military education documentation (include only the DA Form 1059 or diploma required for this branch transfer per DA Pam 600-3)
6. Copy of Federal Recognition order which verifies an officer previously held the same grade and branch (when FRB is not required)
7. Orders or memoranda appointing FRB

For Change of State:

1. State appointment order from gaining State
2. NGB Form 337
3. State transfer order from the losing state
4. DA Form 4187
5. Documents for branch transfer/MOS change (when applicable)

NGR 600-100**For Promotion Packets:**

1. TAG endorsement to NGB-ARP-C
2. State promotion order
3. NGB Form 89 or DA selection memorandum with declination correspondence (when applicable)
4. Senior Army Advisor endorsement (FRB promotions only)
5. Military education documentation (include only the DA Form 1059 or diploma required for this promotion)
6. Civilian education documentation (transcripts with civilian education certification or statement in figure 3-4, NGR 600-100)
7. DD Form 2808 & 2807-1 and annual medical certificate (appendix B, NGR 40-501)
8. DA Form 5500 Body Fat Content Worksheet (if applicable)
9. DA Form 4970 Cardio-Vascular Screening (for applicants over age 40)
10. DA Form 705 APFT scorecard
11. DA Form 3349 Physical Profile (if applicable)
12. Pen and ink changes to TDA for upgrade of position (if applicable)
13. Transfer or Reassignment order for position (if applicable)
14. Endorsement memorandum from NGB-ARP-T (for title 10 AGR only)
15. Memorandum recommending officer for promotion
16. Other endorsement memoranda (as appropriate)
17. TAG/CNGB/SA waiver approval (if applicable)
18. Orders or memorandum appointing FRB (FRB promotions only)

Additional documentation/requirements for AMEDD officers

19. AN officers must have BSN degree (or higher) to be promoted to MAJ if appointed after 1 OCT 86
20. Officers must be assigned to a valid vacancy, with no other officer assigned to that position, and must be assigned to a position requiring the specialty held by the officer. MS officers (67A – 67D AOC only) primary specialty will be shown in SIDPERS by their NGA (70-73 Series) not AOC
21. AN, MC, DE, SP and VC officers will have a confirmation memorandum verifying that the officer holds the necessary credentials and is registered in CCQAS at Ft. Sam Houston, not just at the state level (FAX acceptable). Any MILPO personnel may accomplish the confirmation memo (This applies to those AN officers who have always had this requirement, 66F and 66H8E (IAW AR 40-60)
22. 70B MS officers promoted to MAJ must have achieved a new NGA (either by virtue of a military education course (70K or 70E), or by award of 70H by NGB-ARS IAW requirements of DA Pam 611-21). 70B MFA is for company grade officers only.
23. MC officers will have their primary AOC shown in SIDPERS IAW the medical specialty training they have received, not the AOC of the position. Example: the position may call for a 62B, but the physician was trained for Internal Medicine. Applicant should appear in SIDPERS as 61F with the appropriate proficiency identifier (9A-9E) found in DA Pam 611-21.

For appointment of Regular Army/USAR officers:

1. NGB Form 62
2. NGB Form 337
3. NGB Form 89 and Senior Army Advisor's endorsement (when not presently a Reserve Officer)
4. DA Form 2808 & 2807-1
5. NGB Form 60 or 368
6. DA Form 4037 (Officer Record Brief)
7. State appointment orders
8. DD Form 214 (member copy 4 with special additional information)
9. Raised seal or certified true copy of college transcripts
10. DA Form 1059 or completion certificates of military education
11. Military award citations

Appendix C

Format for Promotion Recommendations
Basic Memorandum

LETTERHEAD

(Office Symbol)

date

MEMORANDUM THRU (Intermediate commanders)

FOR (State Adjutant General)

SUBJECT: Recommendation for Promotion of Officer

1. Under the provisions of chapter 8, NGR (AR) 600-100, recommend that the following officer be promoted in the Army National Guard:

- a. Name:
- b. SSN:
- c. Branch:
- d. Area of concentration and/or functional area:
- e. Present grade:
- f. Present assignment and unit (include paragraph and line number):
- g. Grade, assignment and unit for which recommended (include MTOE/TDA paragraph and line number):
- h. Mailing address: Home and Unit

2. This officer has clearly demonstrated the required fitness for the responsibilities and duties of the position, grade and branch for which recommended.

a. The following periods of service are creditable for promotion to the higher grade:

b. The officer meets the minimum military and civilian educational requirements.

See attached evidence.

c. Individual meets the height and weight standards of AR 600-9: (Yes/No) Height____ Weight____

d. Individual has passed the APFT on _____.
Date

Encl
As

SIGNATURE BLOCK
(the immediate commander)

Format the Promotion Recommendations – Continued

State Adjutant General

Letterhead

Office symbol

date

FOR President, Federal Recognition Board, (address)

SUBJECT: Recommendation for Promotion of Officer

1. Reference: (basic memorandum)
2. Concur with recommendation in reference memorandum
3. Request records be examined to determine officer's qualification for Federal recognition in the Army National Guard in the branch and higher grade.
4. Promotion in the Army National Guard of the State will be accomplished if recommended by the board.
5. Entries listed in the reference memorandum have been verified from the official records in this office.

(AUTHORITY LINE, WHEN NEEDED)

Encl

SIGNATURE BLOCK
(Adjutant General or Representative)

Format for Promotion Recommendations – Continued

Federal Recognition Board

Letterhead

Office symbol

date

THRU Senior Regular Army Advisor, (address)

FOR The Adjutant General, (State and address)

SUBJECT: Recommendation for Promotion of Officer

The examination of the officer has been completed with the results in the proceedings of the board.

Encl

SIGNATURE BLOCK
(President of the Board)

Senior Regular Army Advisor

Letterhead

Office symbol

date

FOR The Adjutant General, (State and address)

SUBJECT: Recommendation for Promotion of Officer

As provided in Chapter 10, NGR (AR) 600-100, the Federal Recognition Board proceedings have been reviewed and the following action is recommended:

Encl

SIGNATURE BLOCK
(Senior Regular Army Advisor)

Format for Promotion Recommendations – Continued

State Adjutant General to Chief, National Guard Bureau

Letterhead

Office symbol

date

FOR Chief, National Guard Bureau, Personnel Service Division, ARNG Readiness Center, 111 South
George Mason Drive, Arlington, VA 22204-1382

SUBJECT: Recommendation for Promotion of Officer

Appendix D

List of Qualifying Courses for Military Education Requirements for Promotion

GROUP I COURSES

US Army Intermediate Level Education Courses (Notes 1, 2, 3 and 4)

- Intermediate Level Education – Active Component
- Intermediate Level Education – Reserve Component
- Command and General Staff Officer Course (50% completion required for promotion to LTC)
- ILE USAR School (resident/nonresident program)
- Air Command and Staff College Course (resident course)
- Marine Command and Staff College Course (resident course)
- Naval Command and Staff College Course (resident course)
- Western Hemisphere Institute for Security Cooperation Course (resident course)

Any other course for which the Army awards military education level (MEL) 4 (DA Pam 351-4) that is taken completely in residence.

GROUP II COURSES

Branch School Courses:

- Officer Advanced Course – Active Component
- Officer Advanced Course – Reserve Component (resident/nonresident)
- Officer Advanced Course – Army Correspondence Course Program (ACCP)

GROUP III COURSES

Branch School Courses:

- Basic Officer Leadership Course – Active Component

NOTES:

1. Combined Arms and Services Staff School (CAS3) consists of 9 weeks of resident training. RC-CAS3 may be completed through USARF School attendance. RC-CAS3 is completed either through participation in two Annual Training periods or on Annual Training period and eight MUTA 4 training periods.
2. Completion of CAS3 is a requirement for enrollment into ILE or CGSOC.
3. Completion of either the Logistics Executive Development Course (LEDC) or the Associate Logistics Executive Development Course (ALEDC) will satisfy the requirement for completion of ILE for promotion to LTC.
4. ARNG policy requires officers to have completed ILE or CGSOC to be assigned in battalion or higher command positions and in brigade executive officer or S-3 positions. Additionally, officers must have completed ILE or CGSOC to qualify for assignment to any principal staff positions at brigade or higher level commands.

Appendix E

1. Commander	No substitution authorized.
2. Executive Officer	No substitution authorized.
3. AG/Adjutant; ACofS G1; ACofS Per; ACofS P&A; DCSPER; DPCA; PERSO; Asst Adj, Asst PERSO (G1, S1, Asst G1, Asst S1)	11, 12, 13, 14, 15, 18, 21, 25, 31, 35, 42, 43, 70, 88, 91, 92
4. Operations Officer at division, brigade, and battalion level (G3, S3)	No substitution authorized.
5. Operations, Plans, Training, or TAC officer not at division, brigade, or battalion level (when position is coded 01A (Officer Generalist))	11, 12, 13, 14, 15, 18, 21, 25, 31, 35, 42, 43, 50, 74, 88, 91, 92
6. Operations, Plans, Training, or TAC officer not at division, brigade, or battalion level (when position is coded 02A (Combat Arms Generalist))	Any AOC in following branches: 11, 12, 13, 14, 15, 18, or 21.
7. Sup Staff Off; Asst Sup Staff Off; Logistics Off; Sup & Svcs Off; Asst Sup & Svcs Off; Sup Mgt Off; Maint Off; Unit Maint Off (G4, S4, Asst G4, Asst S4)	11, 12, 13, 14, 15, 18, 21, 25, 31, 35, 42, 70, 88, 90, 91, 92
8. ACofS G5 (Civil Affairs); DCA; Civil Affairs Officer	11, 12, 13, 14, 15, 18, 21, 25, 31, 35, 42, 70, 88, 91, 92 (See note 7)
9. ACofS G2; ACofS Scty; DCS INT; DSEC; S2; Scty Off; Military Intelligence Officer; Humint Off; CI Officer	11, 12, 13, 14, 15, 18, 21, 25, 31, 34, 35, 70, 88, 91, 92 when officer meets requirements of notes 4, 5, and 6
10. Human Relations Officer; Equal Employment Opportunity Officer	Officer must have skill 5T.
11. Motor Officer 92	11, 12, 13, 14, 15, 18, 21, 25, 31, 35, 42, 88, 91, 92
12. Communications-Electronics Officer	No substitution authorized in signal units. All other positions coded 25 may be filled with 11, 12, 13, 14, 15, 18, 21, 25, 31, 35, 42, 88, 91, 92
13. Chemical Officer	No substitution authorized in chemical units. All other positions coded 74 may be filled with 11, 12, 13, 14, 15, 18, 21, 25, 31, 35, 42, 88, 91, 92
14. Headquarters Commandant	11, 12, 13, 14, 15, 18, 21, 25, 31, 35, 42, 88, 91, 92

Appendix E (Continued)

15. Rotary wing and fixed wing aviators	No substitution authorized.
16. Aeromedical Evacuation Officer	No substitution authorized.
17. Aide-de-camp	11, 12, 13, 14, 15, 18, 21, 25, 31, 35, 42, 70, 88, 91, 92
18. Selective Service Officer (01A / Officer Generalist)	11, 12, 13, 14, 15, 18, 21, 25, 31, 35, 42, 43, 70, 88, 91, 92
19. Psychological Operations Officer	11, 12, 13, 14, 15, 18, 21, 25, 31, 35, 42, 70, 88, 91, 92

NOTES:

1. This table is intended to be used as a guide in making assignments which do not meet full management and utilization criteria found in Army and Army National Guard regulations. It allows for branch and functional area substitution pending training of the incumbent officer or future assignment of a fully qualified officer.

2. Officers assigned under the substitutability criteria of this table will immediately be given educational stipulations to qualify for award of the BR AOC / FA AOC required by the authorization document. An exception to this requirement is authorized for MS officers assigned in lieu of MC officers under the provisions of paragraph 4-3g(1) of this regulation.

3. The staff specialist (SS) branch is a branch of the Army to which personnel of the ARNG and the USAR may be appointed and serve. The categories of personnel who are appointed and assigned to the staff specialist branch are chaplain candidates or seminarians, and officers assigned to Selective Service positions.

4. The substitution of non-branch-qualified officers in CMF 35, Military Intelligence Corps, positions in Combat Arms and Combat Support Arms units (to include Battalion and Brigade S2 sections) is permitted provided that:

- a. A qualified CMF 35 MI officer is not available.
- b. Prior to being assigned to or appointed in the intelligence duty position, the prospective officer possesses:
 - (1) A TOP SECRET security clearance and eligibility for access to sensitive compartmented information (SCI).
 - (2) A completion certificate from phase 1 (correspondence) of the MI Officer Transition Course (MIOTC) unless the officer has completed other MI courses leading to branch qualification IAW DA Pam 600-3.

c. Within one year of assignment to the position, the officer has completed the correspondence and resident phases of the MI Officer Transition Course or any course in DA Pam 600-3 that supports branch qualification.

5. An officer assigned to a non-CMF 25 S2 position at Brigade level or higher (primarily accounts for artillery brigades) will complete the Reserve Component MI Officer Transition Course or any MI course in DA Pam 600-3 that would normally support MI branch qualification within one year.

6. Branch qualification will require that each of the stipulations of DA Pam 600-3 is met in order to consider personnel "fully qualified" in Military Intelligence positions. Unit Commanders and the State Officer Personnel Classification Board may not waive these prerequisites.

7. The Civil Affairs (CA) branch is a nonaccession combat support branch in the U.S. Army Reserve. ARNG officers are not authorized to hold the branch designation while assigned to the ARNG. ARNG officers assigned to civil affairs positions are not required to branch transfer but must meet all other skill requirements of the duty position.

8. The four career fields and their respective branches and functional areas are:

Operations Career Field: Combat Arms (11, 12, 13, 14, 15, 18, 21); Combat Support (25, 31, 35, 74, FA 39); Combat Service Support (38 (USAR only) 42, 44, 88, 91, 92, FA 90)

Institutional Support Career Field: FA 43, FA 45, FA 47, FA 49, FA 50, FA 52, FA 59

Information Operations Career Field: FA 24, FA 30, FA 34, FA 40, FA 46, FA 53, FA 57

Appendix F

**OPMS XXI
CAREER FIELDS
Officer Branches and Functional Areas**
(Ref: DA PAM 600-3 dated Oct 98)

OPERATIONS CAREER FIELD (CF)

Combat
IN (11)
AR (12)
FA (13)
AD (14)
AV (15)
SF (18)
EN (21)

Combat Support
SC (25)
MP (31)
MI (35)
CM (74)
FA 39 (Psy Ops)

Combat Service Spt
AG (42)
FI (44)
TC (88)
OD (91)
QM (92)
FA 90
CA (USAR)(38)

INSTITUTIONAL SUPPORT CF

43 – Human Resources
45 – Comptroller
49 – ORSA
50 – Force Development
*52 – Nuclear Research
*59 – Strategic Plan
47 – USMA

INFORMATION OPERATIONS CF

*24 – Info Sys Engineering
*30 – Information Operations
*34 – Strategic Intelligence
*40 – Space Operations
46 – Public Affairs
53 – Info Systems Management
*57 – Simulation Operations

OPERATIONAL SUPPORT CF

48 – Foreign Area Off
51 – Army Acquisition Corps

* - denotes new Functional Areas

Special Branches

JA (55)
CH (56)
MC (60-62)
DC (63)
VC (64 & 75)
AMS (65)
AN (66)
MSC (67, 70-73)

Others

01A – Branch Immaterial
02A – Combat Immaterial
05A – Medical Immaterial
FA 90 – Logistics

OPMS XXI – DELETED AOCs
SUMMARY OF CONVERSIONS

1. NOFC 9810-series provide the rules utilized to convert the following deleted AOCs. Conversions are dependent on the duty position skill requirements. DA Pam 600-3 (Oct 98) which provides assignment and officer management guidance can be found at <http://www2.army.mil/opms/pampage.htm>.

DELETED AOC		CONVERTED TO
04A	-	43A, 42B, 01A
25B	-	53A, 25A
25C	-	01A, 24A, 24Z, 25A
25D	-	25A, 24A
25C	-	24A, 24Z, 25A
41A	-	43A, 42B
42A & E	-	42B, 43A
48A	-	Other 48-series
49B-E	-	49A, 01A
51A	-	51R, 51S, 51T, 51Z
51B	-	51T, 51Z
51D	-	51C, 51Z
53B	-	24A, 53A, 51R/Z
53C	-	51R/Z, 53A
54A	-	50A, 59A, 01A
92B	-	92A, 53A
97A	-	51C/Z

Appendix G **BIOGRAPHICAL SUMMARY**

2 September 1990

DOE, JOHN J., 123-45-6789 (Jack)
Spouse Name: Mary
Colonel, Field Artillery, ARNGUS

Date and Place of Birth: 2 September 1939, Seattle, Washington

Mandatory Removal Date: 31 May 1992

Home Address: 1615 Gentry Blvd, Gering, Nebraska 69341

Home Telephone: (999) 555-1234

Present Assignment: Commander, 45th Infantry Brigade (Separate), Nebraska Army National Guard,
Scottsbluff, Nebraska 69361

Unit Telephone: (999) 554-5678 DSN 222-9999

Civilian Occupation: Human Resources Director, Winchell Enterprises, Scottsbluff, Nebraska

Business Telephone: (999) 555-9876

Enlisted Service: Over 4 years

Source and Date of Commission: ROTC (Distinguished Graduate), 21 May 1965

Years of Active Commissioned Service: Over 27 years

Total Years of Service: Over 31 years

Military Schools Attended

Year Completed

Field Artillery School, Officer Basic Course	1965
Field Artillery School, Officer Advanced Course	1970
Command and General Staff College (Commandant's List)	1975
Field Artillery School, FA Update Course	1981
Army War College	1983
National Defense University, Reserve Components National Security Course	1985

Civilian Education

Degrees Received

High School, Ayer, Massachusetts	Graduated 1957
Chaminade University, Honolulu, Hawaii	BA (Biology)
La Verne University, La Verne, California	MA (Management)
Georgetown University, Washington, DC	PhD (Human
Resources)	

U.S. Decorations/Badges

Legion of Merit
Meritorious Service Medal
Army Commendation Medal
Army Achievement Medal
Army Reserve Components Achievement Medal
National Defense Service Medal
Armed Forces Reserve Medal
Army Service Ribbon

Chronological List of Appointments

Second Lieutenant	USAR	2 Nov 60
Second Lieutenant	AUS	10 Jun 61
First Lieutenant	AUS	12 Jul 62
First Lieutenant	ARNG	21 Dec 63
Captain	ARNG	23 Aug 66
Major	ARNG	20 Feb 74
Lieutenant Colonel	ARNG	8 Nov 79
Colonel	ARNG	1 Sep 83

Chronological Record of Duty Assignments

	From	To
USAR - Not on Active Duty	Nov 60	Jun 61
USAR Control Group		

ACTIVE DUTY

Student, FA School, Fort Sill, OK	Jun 61	Dec 61
Casual, Fort Sill, OK	Dec 61	Feb 62
Plt Ldr, 29th USAFAD, 559th USAAG, Italy	Feb 62	Jul 62
Det Cdr, 12th USAFAD, 559th USAAG, Italy	Jul 62	Dec 63

ARNG - NOT ON ACTIVE DUTY

Executive Officer, Battery A, 1-168th FA Battalion, Nebraska Army National Guard	Dec 63	Aug 66
Commander, Battery A, 1-168th FA Battalion, Nebraska Army National Guard	Sep 66	Sep 69
S-1, 1-168th FA Battalion, Nebraska Army National Guard	Sep 69	Dec 70
Bn FSO, TF 1-195, 67th Inf Brigade, Nebraska Army National Guard	Jan 70	Jun 72
Bde FSO, 67th Inf Brigade, Nebraska Army National Guard	Jul 72	Jul 74
S-3, 1-168th FA Battalion, Nebraska Army National Guard	Jul 74	Sep 77
Executive Officer, 1-168th FA, Nebraska Army National Guard	Sep 77	Sep 80
Commander, 1-168th FA, Nebraska Army National Guard	Sep 80	Jul 83

ACTIVE DUTY

Student, War College	Aug 83	Jun 84
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ARNG - NOT ON ACTIVE DUTY

Executive Officer, 35th Division Artillery, Kansas Army National Guard	Jun 84	Dec 87
Commander, 35th Division Artillery, Kansas Army National Guard	Dec 87	

ACTIVE DUTY

Student, Army War College	Aug 82	Jun 83
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ARNG - NOT ON ACTIVE DUTY

Deputy Commander, 45th Infantry Brigade (Separate) Nebraska Army National Guard	Jun 83	Dec 87
Commander, 45th Infantry Brigade (Separate), Nebraska Army National Guard	Dec 87	Present

Appendix H

Instructions for processing applications for all Army Medical Department (AMEDD) Branches

AMEDD appointment packet processing into two distinct actions, credentialing and permanent Federal recognition. All States will utilize the procedures outlined in the NGB AMEDD Appointments SOP.

H-1. All States will use, as a minimum, AR 40-68, AR 135-100, AR 135-101, DA Pam 611-21, NGR (AR) 600-100, the National Guard Bureau (NGB) AMEDD Appointments SOP, and this appendix to determine the required documentation and format for submitting AMEDD initial appointments, AMEDD USAR transfers, and appointment packets of basic branch officers to an AMEDD branch. For appointment to an AMEDD AOC, temporary Federal Recognition will not be granted prior to selection by a professional board at USAREC and a Federal Recognition Board (FRB) at state. States may hold FRBs prior to USAREC selection boards, and put a contingency statement on the NGB Form 89 "...is found qualified pending selection by professional board at USAREC."

H-2. It is important that the appropriated application checklist in the SOP be used for each packet. The checklist will be placed as the cover document for all applications. The only documents which have precedence over the checklist are memoranda and endorsements used to forward the packet through appropriate channels. All documents required by the application checklist must be placed in the correct order. Checklists are found at the beginning of each corps/branch section of the NGB AMEDD Appointment SOP.

H-3. Certain items on the application checklist, i.e., license(s), diploma(s), certificate(s), must be prime source verified. Prime source verification will be accomplished by the State AMEDD Recruiter or designated AMEDD recruiting point of contact (POC) in States not authorized an AMEDD Recruiter. Verification statements are annotated on the document IAW NGB AMEDD Appointment SOP (See "Verification Statement" section in the SOP).

H-4. DA Form 2808 and 2801-1

a. All AMEDD initial appointment application packets must contain a current Chapter 2 physical exam IAW AR 40-501, to include current Army enlisted soldiers, warrant officers, and basic branch officers. See AMEDD SOP for additional information.

b. Army officers on active duty and USAR officers transferring to the ARNG in grade and branch require a current Chapter 3 physical exam IAW AR 40-501.

c. Appointment physicals taken at MEPS where the individual was found qualified IAW appointment standards of AR 40-501, do not require approval by the Office of the Chief Surgeon NGB (NGB-ARS) prior to granting temporary Federal recognition following selection by USAREC professional boards. Exceptions are listed in paragraph 4d below.

d. States may request an NGB waiver for individuals who are disqualified by MEPS. All physicals not performed at a MEPS, and requiring no additional consultations will be sent by facsimile to NGB-ARS as soon as the physical has been completed and reviewed by the State. All other applicants will have their original physical and related documentation mailed to NGB-ARS. All physicals in these categories must be approved by NGB-ARS prior to boarding at USAREC professional boards. A photocopy of the approved physical exam must accompany the application packet.

H-5. Waiver Requests

All waiver requests must be favorably acted upon by the appropriate authority prior to boarding at USAREC.

H-6. Temporary Federal recognition automatically terminates six months after the effective date of the State appointment (Title 32, USC, Section 308).

H-7. AMEDD Appointment Packet Submission Procedures

a. After the State MILPO Officer Section has completed all required actions, the appointment packet will be returned to the State AMEDD Recruiter or AMEDD POC for a final quality assurance (QA) review. After the QA review is completed, the packet will be forwarded to the following address:

Army National Guard Readiness Center]
NGB-ASM-O (Medical Procurement Section)
1411 Jefferson Davis Highway, Suite 3200
Arlington, Virginia 22202-3231

b. All requests from NGB-ASM-O for additional documentation to complete the packet will be sent through the State MILPO and Recruiting and Retention Manager (RRM) to the AMEDD Recruiter. States

must respond and/or comply with requests for documentation within 30 working days or the entire packet will be returned to the State without action.

H-8. All packets that are administratively correct will be forwarded USAREC, Ft. Knox, KY (acting as the executive agent for the Office of the Surgeon General (DASG) for boarding and final approval.

a. After USAREC publishes results of the board, the entire packet, if approved, will be endorsed through NGB- ASM-O to NGB-ARP-C for processing of the permanent Federal Recognition action. State orders appointing AMEDD officers should never indicate date of rank, unless previously coordinated with NGB-ASM-O who is responsible for determining date of rank.

b. Once NGB-ARP-C receives the packet from NGB- ASM-O, it will be reviewed to insure that it is administratively correct IAW this regulation. If the packet is complete, permanent Federal recognition orders are published.

c. Packets not approved by USAREC will be returned to NGB- ASM-O. NGB- ASM-O will then notify the State to withdraw the officer's temporary Federal recognition.

H-9. Direct accessions from active duty Army, graduates of Inter-Service Physician Assistant Program, Medical/Dental students re-appointing from MS to MC (previously boarded and subsequently appointed as Medical/Dental Students) and USAR officers transferring in grade and branch do not require board action by USAREC. However, these packets must be sent directly to NGB- ASM-O. Upon completion of QA review and calculation of Constructive Service Credit (for rank and date of rank), packets will be forwarded to NGB-ARP-C to award permanent Federal recognition.

AMEDD AUTHORIZED SUBSTITUTABILITY LIST

Position AOC	SPECIALTY DESCRIPTION	Officer's AOC	SUBSTITUTE SPECIALTY DESCRIPTION
01A	Branch Immaterial	Any Officer	Not Restricted to AMEDD Officers, but the only AMEDD officers that can fill these positions are 70 Series and 67J MS officers.
05A	AMEDD Branch Immaterial	Any AMEDD Officer	Restricted to AMEDD Officers ONLY.
60A	Oper. Medicine	Any 60/61/62	All 60/61/62 series specialties
60B	Nuclear Medicine	None	
60C	Prevent. Medicine	60D 61N	Occupational Medicine Flight Surgeon (Aerospace Med Certified)
60J	OB/GYN	None	
60K	Urologist	None	
60L	Dermatologist	None	
60N	Anesthesiologist	None	
60S	Ophthalmologist	None	
60T	Otolaryngologist	None	
60V	Neurologist	60R	Child Neurologist
60W	Psychiatrist	60U	Child Psychiatrist
61A	Nephrologist	None	
61F	Internist	60F 60G 60H 61A	Pulmonary Disease Gastroenterologist Cardiologist Nephrologist

		61B 61C 61D 61G 60B 60M	Oncologist/Hematologist Endocrinologist Rheumatologist Infectious Disease Nuclear Medicine Allergist/Clinical Immunologist (only if root training was Internal Medicine)
61G	Infectious Disease	None	
61H	Family Physician	61F 62A 62B	Internal Medicine Physician Emergency Physician Field Surgeon
61J	General Surgeon	61K 61L 61W 60J 60K	Thoracic Surgeon Plastic Surgeon Peripheral Vascular Surgeon OB/GYN Urologist
61K	Thoracic Surgeon	None	
61M	Orthopedic Surgeon	None	
61N	Flight Surgeon	None	
61R	Diagnostic Radiologist	60B 61Q	Nuclear Medicine Therapeutic Radiologist (Completed 61R Residency)
61U	Pathologist	None	
61Z	Neurosurgeon	None	
62A	Emergency Physician	61H	Family Physician
62B	Field Surgeon	Any 60/61/62 Series specialties <u>EXCEPT:</u>	<u>Following may NOT substitute for 62B:</u> 60B – Nuclear Medicine 60N – Anesthesiologist 60U – Child Psychiatrist 60W – Psychiatrist 61Q – Therapeutic Radiologist 61R – Diagnostic Radiologist 61U – Pathologist
63A	Dental Officer	Any 63 series specialties	Any Dental specialties
65D	Physician Asst	Any 60-62 Series except: * <u>Requires approval of NGB-ARS</u>	<u>Following may NOT substitute for 65D:</u> 60B – Nuclear Medicine 60N – Anesthesiologist 60U – Child Psychiatrist 60W – Psychiatrist 61Q – Therapeutic Radiologist 61R – Diagnostic Radiologist 61U – Pathologist

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66F	Nurse Anesthetist	60N except: * <u>Requires approval of NGB-ARS</u>	Anesthesiologist
66N	Nurse Admin.	Any 66 Series	All Nursing specialties

Implementing Policy (NGR 600-100)

CERTIFICATE OF ACKNOWLEDGEMENT AND UNDERSTANDING OF SERVICE REQUIREMENTS
FOR INDIVIDUALS APPLYING FOR APPOINTMENT IN THE USAR
UNDER THE PROVISIONS OF AR 135-100, OR 135-101, AS APPLICABLE
-INDIVIDUALS WITHOUT PRIOR SERVICE -

For use of this form, see AR 135-100; the proponent agency is 00CSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

10 USC 651, 10 USC 270.

AUTHORITY: PRINCIPAL

Used together with application for appointment to insure individual understanding of the 8-year statutory obligation. Information

PURPOSE: ROUTINE

is used to establish and record the obligation incurred by the officer. The SSN is used to identify the member.

USES:

DISCLOSURE:

Disclosure of your Social Security Number is voluntary. However, failure to disclose your SSN may be cause for denying your application for appointment.

INSTRUCTIONS: *This Certificate of Acknowledgement and Understanding of Service Requirements will be executed and submitted in 3 copies with the application for appointment as a commissioned or warrant officer in the USAR by all interested applicants without prior service.*

In connection with your application for appointment as a commissioned or warrant officer in the Army Reserve under the provisions of *, there are certain service obligations that you will incur if a commission is offered and you (*Applicable AR*) accept. The are explained in detail below. This information should be carefully studied prior to acknowledgement.

This form with your signature will be submitted with your request for appointment and indicates that you understand and accept all of the service requirements contained herein.

Copies of this form with your signature will become part of your Official File if you are selected for appointment.

CERTIFICATION

If I accept an appointment as a commissioned or warrant officer in the US Army Reserve, I understand and agree to comply with the following service requirements:

1. I will incur a statutory military service obligation of 8 years commencing with the effective date of appointment.
2. Appointment under this program requires that I agree to participate satisfactorily in the Army Reserve during the entire period that I am a commissioned or warrant officer in accordance with the rules and regulations now in effect, or which may hereafter be placed into effect by proper authority.
3. I will enter on active duty for the period stipulated in my application or such lesser period as determined by the Department of the Army and upon completion of active duty I will be required to participate in the Army Reserve as follows:

a. If I am mandatorily assigned or voluntarily join a Reserve unit I will be required to attend all scheduled unit training assemblies (*at least 48 per year*) unless excused by proper authority.

b. As a member of a unit, I may be required to satisfactorily complete a period of annual active duty for training of not less than 14 days per year exclusive of travel time.

c. If I am not assigned to a unit, I will be assigned to the Individual Ready Reserve (IRR), and while so assigned I may be required to perform not more than 30 days active duty for training annually.

d. While a member of the IRR, I may be subject to assignment or reassignment to a unit.

e. For as long as I hold this appointment I am responsible for notifying my unit or IRR commander of the mailing address at which I will receive official orders and/or correspondence. It is also my responsibility to apply to and/or comply
*Enter applicable regulation that appointment is being tendered under AR 135-100, or AR 135-101.

NGR 600-100 CERTIFICATE OF ACKNOWLEDGEMENT AND UNDERSTANDING OF SERVICE REQUIREMENTS
FOR INDIVIDUALS APPLYING FOR APPOINTMENT IN THE USAR UNDER THE PROVISIONS OF
AR 135-100, OR AR 135-101, AS APPLICABLE -INDIVIDUALS WITHOUT A STATUTORY SERVICE OBLIGATION
For use of this form, see AR 135-100; proponent agency is ODCSPER
DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 10 USC 270.
PRINCIPAL PURPOSE: Used together with application for appointment to insure individual understanding of the service requirements.
ROUTINE USES: Information is used to establish and record the contractual service obligation incurred by the officer. The SSN is used to identify the member.
DISCLOSURE: Disclosure of your Social Security Number is voluntary. However, failure to disclose your SSN may be cause for denying your application for appointment.

INSTRUCTIONS: This Certificate of Acknowledgement and Understanding of Service Requirements will be executed and submitted in 3 copies with application for appointment as a commissioned or warrant officer in the USAR by all interested applicants who do not have a statutory service obligation.

in connection with your application for appointment as a commissioned or warrant officer in the Army Reserve under the provisions of (*Applicable AR*). * there are certain service obligations that you will incur if a commission is offered and you accept. They are explained in detail below. Individuals discharged prior to completing their statutory obligation incur a contractual obligation upon service reentry and are required to serve the number of years, months and days that were not served in their previous statutory obligation. This information should be carefully studied prior to acknowledgement.

This form with your signature will be submitted with your request for appointment and indicates that you understand and accept all of the contractual service requirements contained herein. Copies of this form with your signature will become part of your Official File if selected for appointment. 44

CERTIFICATION

If I accept an appointment as a commissioned or warrant officer in the US Army Reserve, I understand and agree to comply with the following service requirements for the entire period that I hold a USAR appointment. If an AMEDD volunteer, I agree to fulfill my contractual obligation under my active duty commitment. When I am released from active duty as an AMEDD officer, I will comply with the following USAR service requirements should a contractual obligation remain.

1. I agree to participate satisfactorily in the Army Reserve during the entire period that I am a commissioned or warrant officer in accordance with the rules and regulations now in effect or which may hereafter be placed into effect by proper authority.
2. I will enter on active duty or active duty for training when ordered by competent authority. Upon completion of active duty or active duty for training, I will participate in the Army Reserve as follows:
 - a. As a member of a Reserve Unit, I will attend all scheduled unit training assemblies (*at least 48 per year*) unless excused by proper authority.
 - b. As a member of a unit, I will satisfactorily complete one period of annual active duty for training of not less than **14** days per year exclusive of travel time.
 - c. If I am not assigned to a unit, I will be assigned to the individual Ready Reserve (*IRR*) and while so assigned, if so ordered by competent authority, will perform not more than 30 days active duty for training annually.
 - d. I will keep my commander advised of my current mailing address at which I will receive official correspondence.
 - e. I will reply to, and comply with all official orders and correspondence which I may receive.

During the time that I am a commissioned or warrant officer and a member of the Ready Reserve, I may at any time be ordered to active duty involuntarily as an individual, or as a member of a unit in the event of war or emergency declared by Congress, or the President of the United States, or under any other conditions authorized by law in effect at the time of my appointment, or which may hereafter be enacted into law.

I, the undersigned having voluntarily elected to apply for appointment as a commissioned or warrant officer of the United States Army Reserve acknowledge that all of the conditions of said appointment are understood and acceptable.

DATE

SOCIAL SECURITY NUMBER

NAME (Typed) (Last, First, MI)

SIGNATURE

Appendix J**Instructions for processing applications for all Army Medical Department (AMEDD)****Branches**

AMEDD appointment packet processing into two distinct actions, credentialing and permanent Federal recognition. All States will utilize the procedures outlined in the NGB AMEDD Appointments SOP.

J-1. All States will use, as a minimum, AR 40-68, AR 135-100, AR 135-101, DA Pam 611-21, NGR (AR) 600-100, the National Guard Bureau (NGB) AMEDD Appointments SOP, and this appendix to determine the required documentation and format for submitting AMEDD initial appointments, AMEDD USAR transfers, and appointment packets of basic branch officers to an AMEDD branch. For appointment to an AMEDD AOC, temporary Federal Recognition will not be granted prior to selection by a professional board at USAREC and a Federal Recognition Board (FRB) at state. States may hold FRBs prior to USAREC selection boards, and put a contingency statement on the NGB Form 89 "...is found qualified pending selection by professional board at USAREC."

J-2. It is important that the appropriated application checklist in the SOP be used for each packet. The checklist will be placed as the cover document for all applications. The only documents which have precedence over the checklist are memoranda and endorsements used to forward the packet through appropriate channels. All documents required by the application checklist must be placed in the correct order. Checklists are found at the beginning of each corps/branch section of the NGB AMEDD Appointment SOP.

J-3. Certain items on the application checklist, i.e., license(s), diploma(s), certificate(s), must be prime source verified. Prime source verification will be accomplished by the State AMEDD Recruiter or designated AMEDD recruiting point of contact (POC) in States not authorized an AMEDD Recruiter. Verification statements are annotated on the document IAW NGB AMEDD Appointment SOP (See "Verification Statement" section in the SOP).

J-4. SF 2807-1 and 2808 Requirements

a. All AMEDD initial appointment application packets must contain a current Chapter 2 physical exam IAW AR 40-501, to include current Army enlisted soldiers, warrant officers, and basic branch officers. See AMEDD SOP for additional information.

b. Army officers on active duty and USAR officers transferring to the ARNG in grade and branch require a current Chapter 3 physical exam IAW AR 40-501.

c. Appointment physicals taken at MEPS where the individual was found qualified IAW appointment standards of AR 40-501, do not require approval by Health Services Division, Medical Care/Physical Standards Branch (NGB-ARS) prior to granting temporary Federal recognition following selection by USAREC professional boards. Exceptions are listed in paragraph 4d below.

d. States may request a NGB waiver for individuals who are disqualified by MEPS. All physicals not performed at a MEPS, and requiring no additional consultations will be sent by facsimile to NGB-ARS as soon as the physical has been completed and reviewed by the State. All other applicants will have their original physical and related documentation mailed to NGB-ARS. All physicals in these categories must be approved by NGB-ARS prior to boarding at USAREC professional boards. A photocopy of the approved physical exam must accompany the application packet.

J-5. Waiver Requests

All waiver requests must be favorably acted upon by the appropriate authority prior to granting temporary Federal recognition.

J-6. Temporary Federal recognition automatically terminates six months after the effective date of the State appointment (Title 32, USC, Section 308).

J-7. AMEDD Appointment Packet Submission Procedures

a. After the State MILPO Officer Section has completed all required actions, the appointment packet will be returned to the State AMEDD Recruiter or AMEDD POC for a final quality assurance (QA) review. After the QA review is completed, the packet will be forwarded to the following address:

Army National Guard Readiness Center]
NGB-ASM-S (Medical Procurement Section)
1411 Jefferson Davis Highway, Suite 3200
Arlington, Virginia 22202-3231

b. All requests from NGB-ASM-S for additional documentation to complete the packet will be sent through the State MILPO and Recruiting and Retention Manager (RRM) to the AMEDD Recruiter. States

NGR 600-100

ust respond and/or comply with requests for documentation within 15 working days or the entire packet will be returned to the State without action.

J-8. All packets that are administratively correct will be forwarded USAREC, Ft. Knox, KY (acting as the executive agent for the Office of the Surgeon General (DASG) for boarding and final approval.

a. After USAREC publishes results of the board, the entire packet, if approved, will be endorsed through NGB- ASM-S to NGB-ARP-C for processing of the permanent Federal Recognition action.

b. Once NGB-ARP-C receives the packet from NGB- ASM-S, it will be reviewed to insure that it is administratively correct IAW this regulation. If the packet is complete, permanent Federal recognition orders are published.

c. Packets not approved by USAREC will be returned to NGB- ASM-S. NGB- ASM-S will then notify the State to withdraw the officer's temporary Federal recognition.

J-9. Direct accessions from active duty Army and USAR officers transferring in grade and branch do not require board action by USAREC. However, these packets must be sent directly to NGB- ASM-S. Upon completion of QA review, packets will be forwarded to NGB-ARP-C to award permanent Federal recognition.

Chapter 1

Introduction

1-1. Purpose

This regulation prescribes policies and procedures governing the appointment, assignment, temporary Federal recognition, Federal recognition, reassignment, transfers between States, branch transfers, area of concentration designation, utilization, branch detail, attachment, and separation of commissioned officers of the Army National Guard (ARNG).

1-2. References

Regulated references are listed in appendix A of this regulation.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. National Guard Bureau (NGB).

(1) Chief, National Guard Bureau. The Chief, National Guard Bureau is responsible for the organization and operations of the National Guard Bureau.

(2) Director, ARNG. Upon delegation by the CNGB, the Director, ARNG is responsible for the overall development and management of commissioned officers of the ARNG.

(3) Personnel Directorate (NGB-ARH). The Personnel Directorate is the agent for the Director, ARNG, providing technical guidance on the overall development and management of commissioned officers of the ARNG, approving modifications to the system, and authorizing changes made by the States. No changes to the system are authorized to be made by the States without prior written approval. All Changes must be approved at NGB.

b. State Activities.

(1) State Adjutant General (AG). The State AG will manage and develop commissioned officers at the State level consistent with this regulation.

(2) State Personnel Officer. The State Personnel Officer will serve as the manager of the officers at the State level on behalf of the State AG. The State Personnel Officer will maintain personnel records, assign and utilize officers, and perform all actions required to support the personnel system.

1-5. Policy

The officer personnel management system (OPMS) and policies through which the ARNG manages the officer corps must result in officers who are dedicated, competent, and aggressive leaders with high morals and integrity. The profession of arms requires a strong professional and ethical officer corps capable of making the decisions needed to sustain the excellence of the officer ranks. Personnel actions prescribed here as a result of these policies will be made without regard to race, color, religion, gender, or national origin. Special exceptions for classification and assignment of female officers are contained in DA Pam 611-21 and paragraph 4-4g of this regulation.

1-6. Relative rank

Commissioned officers of the ARNG, when not on active duty in a Federal status, rank among themselves according to the laws of the State in which appointed. When commissioned officers of the ARNG enter on active duty under any provision of the law, they will rank among commissioned officers of the same grade who are on active duty according to the provisions of AR 600-20.

1-7. Appointment grade

Federal recognition and initial Reserve of the Army appointment will be limited to the grade of second lieutenant except for those individuals who are entitled to two or more years of service credit under Title 10 USC, section 12207. Service credit consists of the sum of any prior commissioned service credit awarded for advanced education, training, or special experience. Award of constructive service credit is limited to those commissioned officers seeking appointment in one of the special branches. See chapter 2 for appointment criteria.

NGR 600-100
Chapter 2
Appointments

2-1. Appointment

Commissioned Officers of the ARNG are appointed by the several States under Article 1, Section 8, of the United States Constitution. These appointments may be federally recognized by the Chief, National Guard Bureau under such regulations as the Secretary of the Army may prescribe and under the provisions of this regulation. Officers who are federally recognized in a particular grade and branch shall be tendered an appointment in the same grade as Reserve commissioned officers of the Army with assignment to the Army National Guard of the United States (ARNGUS), as provided in Title 10, USC, section 12211. Nonprior service personnel appointed in the ARNG incur a military service obligation as set forth in AR 135-91. Prior service personnel who are receiving service credit, must have their Reserve of the Army grade determined IAW Title 10, USC, section 12207.

2-2. Policy

- a. The appointment of officers in the ARNG is a function of the State concerned, as distinguished from the Federal recognition of such appointment. Upon appointment in the ARNG of a State and subscribing to an oath of officer, an individual has a State status under which to function. Such individuals acquire a Federal status when they are federally recognized and appointed as a Reserve of the Army.
- b. The effective date of Federal recognition for original appointment is that date on which the commissioned officer executes the oath of office in the State.
- c. Federal recognition will continue in effect as long as the commissioned officer continues to meet requirements of the grade and position, or until recognition is withdrawn in accordance with regulations, or as otherwise provided by law.

2-3. Exercise of command

The policies prescribed in AR 600-20 govern exercise of command. In addition, the following will apply:

- a. Temporary Federal recognition upon initial appointment and permanent Federal recognition, in the case of promotion, establish the authorized grade to be used by all officers in their federally recognized status.
- b. Official correspondence, when referring to an officer by grade, should indicate the grade in which he/she is Federally recognized, whether as a part of the signature block or in the body of the communication. If the grade shown is not Federally recognized, but is a State appointment, it will be followed by the State abbreviation in parenthesis. For example: LTC (MA).

2-4. Wearing the uniform and insignia

Pursuant to Title 10, USC, section 772(a), AR 670-1 prescribes the wear of Army uniforms, insignia, and accouterments for Army National Guard soldiers.

- a. Officers appointed to a higher grade by the States, but who have not been federally recognized in that grade, will not wear the uniform or insignia of the higher grade until Federal recognition of their promotion has been extended in orders by CNGB. The practice of frocking is not authorized.
- b. All newly appointed officers will wear the Army uniform with the insignia of grade in which appointed when granted temporary Federal recognition by a FRB.
- c. Retired members of any component of any military service who are employed as State or Federal civilian employees are not authorized to wear Federal uniforms during periods of civilian employment with the following exceptions:
 - (1) Retired reserve officers who serve as adjutant general.
 - (2) Retired regular officers who serve as adjutants general or assistant adjutants general under separate Reserve of the Army appointments.
- d. Retired members may, however, wear their uniforms as members of the State Defense Forces when correctly altered IAW NGR 10-4. Retired members are authorized to wear their Federal uniforms on appropriate occasions such as; military ceremonies, military balls, etc.

2-5. Appointment as a Reserve commissioned officer of the Army

- a. Upon being federally recognized, a commissioned officer who does not hold an appointment as a Reserve commissioned officer of the Army shall be appointed a Reserve officer of the Army in the same grade in which the officer holds a federally recognized appointment in the ARNG and concurrently shall become a member of the ARNGUS. (That term of a Reserve appointment is not contingent upon

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continued Federal recognition (Title 10, USC, section 12211)). Individuals receiving service credit, must have their Reserve of the Army appointment grade determined IAW Title 10, USC, section 12207.

b. Officers who have attained status as Reserve commissioned officers of the Army with assignment to the ARNGUS may be transferred in grade to the Army Reserve with the consent of the Governor or other appropriate authority of the State, Puerto Rico, the Virgin Islands, Guam, or the District of Columbia National Guard under such regulations as the Secretary of the Army may prescribe. Unless an ARNGUS officer is discharged from the Reserve of the Army concurrent with withdrawal of Federal recognition, the officer becomes a member of the Army Reserve upon separation from the ARNG (Title 10, USC, section 12213.)

2-6. Eligibility criteria

Individuals possessing the qualifications outlined below may apply for initial appointment (or reappointment following a break in service) as ARNGUS commissioned officers. This paragraph is not applicable to applicants for promotion or change in branch.

a. Assignment. The applicant must apply for assignment to an authorized position in a federally recognized unit.

b. Age.

(1) Minimum age. No applicant will be examined for Federal recognition who is less than 18 years of age. If a State law establishes a minimum age that is greater than 18 years of age, the applicant will not be considered for Federal recognition until that State's minimum age requirement has been met.

(2) Maximum age.

(a) Applicants for Federal recognition in the basic branches must not have attained the birthday shown below prior to appointment in the grade indicated. Age limits may be increased by an amount not to exceed length of previous service in the same or higher grade on active duty in any Active Component of the Armed Forces or on active duty and/or in an active status in any Reserve Component of the Armed Forces.

GRADE	AGE
Second Lieutenant	30
First Lieutenant	33
Captain	39
Major	48
Lieutenant Colonel	51
Colonel	55

(b) Maximum age limitations for AMEDD officers are set forth in AR 135-101.

(c) Maximum age limitations for JAGC officers are set forth in AR 135-100.

(d) Maximum age limitations for Chaplains are set forth in AR 135-100.

(e) Waiver of the maximum age limitation of basic branch commissioned officers may be considered if the applicant:

(1) Becomes over-age due to administrative processing.

(2) Possesses outstanding potential, military experience, leadership abilities, and/or educational qualifications that are clearly documented in the application.

(3) In exceptional cases, the State Adjutant General may waive the maximum age limitations up to age 35 to allow entry and participation in a Federal or State officer candidate school (OCS) program. Chief, NGB, NGB-ARH-S is the authority for waiver for candidates ages 35 year and 1 day to age 39 years, 364 days. Age at the date of commission may not exceed 39 years, 364 days.

(4) An original appointment as a second lieutenant must be made prior to the individual's 40th birthday.

(f) An applicant's age must be such that the officer can achieve at least 20 years of commissioned service before Federal recognition will be terminated under mandatory removal requirements prescribed in NGR 635-100 paragraph 5(1)(b).

c. Citizenship. The applicant must be a citizen of the United States

d. Mental. Applicants must attain the minimum test scores on tests required by NGR 351-5.

Administration of these tests is not required for:

(1) Applicants for appointment in the Army Medical Department (except AOC 67J or MFA 70).

(2) Applicants for appointment in the Chaplains Branch or Chaplain Candidate/Staff Specialist.

(3) Applicants for appointment in the JAGC.

(4) Former commissioned officers applying for initial appointment or reappointment.

e. Education. Each applicant must:

(1) Have demonstrated understanding and proficiency in the English language.

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(2) Meet the specific civilian education requirements for appointment, promotion, and retention of basic branch commissioned officers as prescribed in chapters 8 and 9 of this regulation.

(3) Medical Corps applicants who have received their medical degree in another country may apply only if they comply with the provisions of AR 136-101.

(4) AMEDD applicants must meet specific civilian education appointment requirements in AR 135-101 and DA Pam 611-21.

f. Character. Each applicant must be of good moral character.

g. Leadership. Applicants must possess qualifications as potential leaders and have the ability to deal effectively with people. Such qualifications may be evaluated in terms of the applicant's age, education, background, and experience.

h. Medical. Medical requirements are prescribed in AR 40-501 chapter 2. Applications for appointment must be accompanied by a medical examination accomplished within the time frame prescribed below.

(1) the following applications for federal recognition will have the DD Form 2808 (Report of Medical Examination) and DD Form 2807-1 (Report of Medical History) qualified under the physical standards for appointment of AR 40-501 (The physical examination must have been completed by a military medical treatment facility within the previous 24 months, Aviators within 18 months, prior to appointment):

(a) Initial appointment or appointment from enlisted to commissioned officer status regardless of prior component or branch of service.

(b) Initial appointment or appointment of a civilian to commissioned officer status.

(c) Initial appointment or appointment of a commissioned officer from any service other than the U.S. Army to commissioned officer status.

(d) Initial appointment or appointment of a warrant officer from any service other than U.S. Army to commissioned officer status.

(e) Applicants to the AMEDD professional boards at Ft. Knox, Kentucky will have a Chapter 2 physical performed by MEPS. With the exception of MEPS and Ft. Rucker approved flight physicals, all other Chapter 2 physicals will be forwarded to NGB-ARS for approval prior to the USAREC board.

(2) The following applications for Federal recognition will have the DD 2808 and DD 2807-1 qualified under the medical fitness standards for retention specified in AR 40-501 chapter 3 (the physical must have been completed within the 60 months prior to appointment):

(a) Appointment of ROTC cadets initially appointed and commissioned in the USAR by Commander, HRC-ST LOUIS with no break in commissioned service.

(b) Appointment of commissioned officers from a commissioned or warrant officer status from any component of the U.S. Army with no break in service.

(3) Applicants for aviation training, special training programs, (e.g., airborne, ranger and special forces) will be qualified under the appropriate sections of AR 40-501.

i. Security clearance. Applicants must have a final secret clearance prior to appointment or reappointment as commissioned officers in the ARNG. As an exception, applicants for one of the special branches may be commissioned prior to completion of a NAC/DNACI provided that:

(1) The NAC/DNACI is initiated at the time an application for appointment is submitted, and

(2) The special branch applicant agrees in writing that, if the results of the investigation are unfavorable, he or she will be subject to discharge if found to be ineligible to hold an appointment. Waivers of this requirement will not be granted.

2-7. Persons ineligible for Federal recognition and waivers not authorized

a. Subversive or disloyal persons;

b. Persons against whom proceedings have been initiated under AR 604-10 and whose cases have not been concluded in their favor;

c. Applicants who refuse to completely answer any pertinent question in the course of an official investigation, interrogation, or examination conducted, for the purpose of ascertaining the existence or extent, or both, of conduct described in AR 380-67;

d. Applicants who are serving a period of probation resulting from conviction by any type of military or civil courts;

e. Persons who are presently conscientious objectors;

f. Persons dropped from the rolls, released from AD, or separated from any component of the U.S. Armed Forces for any of the following reasons:

(1) Under other than honorable conditions;

(2) For unsatisfactory service;

(3) Resignation in lieu of court-martial, elimination for any form of corrective or disciplinary action, or for the good of the service;

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(4) Reserve commissioned officers or warrant officers of the U.S. Armed Forces twice nonselected for promotion by a Reserve selection board convened by the Secretary concerned;

(5) As a security risk or for other than security reasons while undergoing a security investigation IAW AR 380-67 or AR 604-10; and

(6) Any individual regardless of prior U.S. military service component that was not retained through a qualitative management program to include Reserve Component Selective Retention Boards.

g. Individuals denied retired pay or annuities under the Hiss Act (Title 5, USC, section 8312);

h. Applicants who are in the military service of a foreign government or who are employed by a foreign government;

i. Persons on a retired list of the U.S. Army, Navy, Air Force, Marines or Coast Guard:

(1) Unless appointed to general officer grade in the ARNG of a State with assignment as State Adjutant General or Assistant Adjutant General.

(2) Reserve officers who are members of the Retired Reserve and who are eligible for or have been retired under Title 10 USC, section 3911, unless prior approval has been granted by the Secretary of the Army IAW AR 140-10.

(3) Enlisted personnel retired under Title 10, USC, section 3914;

j. Except in the case of State Adjutants General, commissioned officers of the U.S. Armed Forces separated by reason of length of service, time in grade, or age from:

(1) Active duty (member of Active Components).

(2) Active status (members of Reserve Components).

k. Commissioned officers, warrant officers, and enlisted soldiers separated from any component of the Armed Forces by elimination procedures of a derogatory nature similar to those contained in AR 635-100 or AR 635-200; and

l. Former Regular Army officers who have been denied appointment in the U.S. Army Reserve IAW AR 135-100.

2-8. Persons ineligible for Federal recognition unless waiver is granted

a. Former conscientious objectors. A former conscientious objector will be required to furnish an affidavit expressing abandonment of such beliefs so far as it pertains to an unwillingness to bear arms, and to give full and unqualified military service to the United States. Waiver authority is CNGB. Requests will be forwarded to NGB-ARH-S.

b. Applicants with a record of prior convictions. (1) Waiver authority is TAG for individuals who have been adjudged youthful offenders or have a record of misdemeanor conviction of any type by military or civil court, excluding minor traffic violations involving a fine or forfeiture of \$300 or less;

(a) Waiver authority is CNGB and requests for waiver will be forwarded to NGB-ARH-S for:

(b) Conviction of a felony under local, Federal, or military law;

(c) Conviction that resulted in sentence to confinement in prison, stockade, or detention area or in sentence to hard labor; and

(d) Conviction involving moral turpitude (including, but not limited to, child abuse, incest, indecent exposure, soliciting a prostitute, embezzlement and check fraud.).

c. Persons previously discharged for dependency or hardship. A person previously discharged from any of the Armed Forces of the United States for hardship or dependency may not be accepted for appointment, unless it has been determined by investigation conducted by the unit commander that the reasons for discharge no longer exist. A copy of the applicant's affidavit, giving reasons for discharge, how they have been overcome, and that applicant will be available in the event of an emergency, will be included in the request for waiver. Waiver authority is delegated to State Adjutants General.

d. Applicants previously separated. Applicants who were previously separated from any component of the Army because of failure to complete any required military education or course within the time frame prescribed. Waivers for the basic branch course may be considered only if the school commandant or faculty board authorizes the failure to be resolved by completion of nonresident courses or reenrollment in a resident program. Waiver authority is CNGB. Requests will be forwarded to NGB-ARH.

e. ROTC graduates. ROTC graduates who are required to complete two years or more of active duty upon completion of baccalaureate or higher degree requirements may not be appointed unless entry on active duty is delayed for 12 months or more. Waiver authority is the State Adjutant General.

2-9. Waiver.

a. All requests for waiver, which require a decision by the CNGB or higher authority, will be forwarded through The Adjutant General to the approving authority as, indicated below. A copy of the approved waiver, as determined by either the CNGB or The Adjutant General, will be included as an enclosure to the appointment application.

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b. Decisions on all personnel actions considered under this chapter will be made after a complete review of the entire record of each individual case. The unit commander's recommendation must include favorable evidence of individual's military and civilian education, character, civilian employment status, and financial responsibility. Discriminators, such as a record of indebtedness, questionable character traits, nonjudicial punishment, history of problems with civilian employment, and lack of substantive support by the chain of command will lessen the chances for approval.

c. Applicants requiring waivers will not be permitted to appear before an FRB prior to waiver approval.

d. Waiver of disqualifications other than those authorized in paragraph 2-8 and this paragraph may only be granted by the Secretary of the Army or his designee. Waiver requests will, among other factors, be based on recommendation of the CNGB through HQDA, DCS, G1. Requests for waiver will be submitted through command channels. The waiver must be justified fully as being in the best interest of the Army. The waiver request must also clearly state with supporting documentation that the experiences or professional qualifications of the individual uniquely suit the position to which appointment is requested.

e. Waiver requests for prior convictions will be considered only if the applicant's conduct and character at present time are above reproach, and the potential value of the applicant's service as an officer is considered to be very high. Requests must be supported by NGB Form 62, official court documents citing the offense, court action, and judgment rendered and will include a statement of circumstances from the applicant and should be submitted to NGB-ARH-S.

f. Requests for medical waivers should be submitted with all supporting documents to NGB-ARS.

g. Requests for age waivers should be submitted with all supporting documents to NGB-ARH. Requests for age in grade waivers for AMEDD officers will be sent to NGB-ASM-O (AMEDD). Requests will contain birth certificate, NGB Form 62e and the request memorandum.

h. Requests for civilian education and military education waivers will be submitted with supporting documentation to NGB-ARH.

i. All requests for predetermination and all requests for waiver will contain documents normally provided to the FRB. In addition to those documents listed in the paragraphs above and appendix B of this regulation, the application will contain records of prior military service. As a minimum, copies of non-commissioned and/or officer evaluation reports, performance qualification records (e.g., DA Form 2-1), and academic evaluations from service schools must be included.

j. Convictions expunged from the record by court action do not require waivers.

2-10. Procurement sources

Individuals will be selected from the following sources:

a. U.S. Army Reserve (USAR) commissioned officers and former commissioned officers of any component of the U.S. Army and U.S. Marine Corps (USMC). U.S. Army Reserve commissioned officers and former commissioned officers with previous honorable and creditable service in any component of the U.S. Army or USMC who have demonstrated their qualifications by service in the grade requested.

b. Holders of Certificates of Eligibility. Individuals who have a Certificate of Eligibility (NGB Form 89a), as provided in paragraph 2-11 below, may be appointed to the grade and branch for which qualified as stated in the certificate, provided all current appointment criteria are met at the time of appointment.

c. Graduates of accredited officer candidate schools (OCS). Graduates of an accredited OCS, including those of the other services, may be appointed in the grade of second lieutenant. Graduates who are not qualified for appointment at the time of graduation have two years from the date of the OCS completion certificate to become qualified and receive Federal recognition or become ineligible for appointment. Graduates from OCS desiring appointment to the Medical Service (MS) Corps must have a bachelor's degree prior to graduation from the OCS program, and must work with the AMEDD Recruiting POC in their state for professional boarding action at USAREC, Ft. Knox, KY. It is recommended that this process be initiated at least 3 months prior to graduation from OCS in order to be able to appoint as MS upon graduation.

d. Applicants for assignment to aviator positions. Applicants for aviator positions who were formerly rated military aviators with previous honorable and creditable service in any component of the Armed Forces may be extended recognition in the equivalent grade in which they previously served, provided their assignment is to fill Army aviator position vacancies, and they are otherwise qualified.

e. Commissioned officers and former commissioned officers other than U.S. Army or USMC. Commissioned officers and former commissioned officers with previous honorable and creditable service in a component of the Armed Forces, other than U.S. Army or USMC, who have demonstrated their qualifications by service in the grade requested may be extended Federal recognition with assignment to:

(1) A combat support or combat service support branch provided the officer's duty or assignment in the other Armed Forces required similar qualifications to those of the requested grade and branch. Under certain circumstances, training and assignment of former U.S. Navy and U.S. Air Force officers may

qualify for assignment to combat arms positions. Review of application by FRB and State personnel managers should determine assignment restrictions.

- (2) Any Army aviation position.
- f. Special branches. Eligibility of applicants for appointment will be determined by the chief of each respective special branch and the CNGB. Applications for appointment in one of the special branches will be processed IAW appendix H or J of the regulation.
- g. Technical Specialists. Prior to appointment, a predetermination of the applicant's eligibility will be made by the CNGB. Requests for such predetermination will be documented by a completed copy of NGB Form 62 and allied papers for appointment. Except as otherwise provided, no applicant for appointment under the provisions of this paragraph will be permitted to appear before an FRB prior to receipt of a favorable predetermination from the CNGB. Requests should be forwarded to NGB-ARH.
- h. ROTC graduates. Officers commissioned from ROTC who:
 - (1) Have completed their obligated period of active duty/ADT, or
 - (2) Are selected to satisfy their service obligation by Reserve Forces Duty (RFD) without an active duty commitment of two or more years.
- i. ROTC Early Commissionees. Officers commissioned from the ROTC early commissioning program who meet the criteria established in chapter 12 of this regulation.
- j. ROTC graduates accepting appointments in May and June. ROTC graduates, who accept appointment in May or June of any year, will have their date of promotion service computed from the date of graduation of the cadets of the United States Military Academy (USMA) in that year, for promotion to first lieutenant (Title 10, USC, section 2106).
- k. Prior service enlisted soldiers or prior warrant officers.
 - (1) Applicants having a minimum of two years of honorable active service in any Armed Force may apply for a direct appointment as a second lieutenant in the ARNG following a predetermination of their eligibility by NGB-ARH. An applicant must meet the following eligibility criteria:
 - (a) Be a four-year college graduate with a bachelor degree from an accredited institution;
 - (b) Have a minimum of one-year active status in an authorized position in a federally recognized unit in the ARNG;
 - (c) Have successfully passed the Army Physical Fitness Test (APFT) IAW AR 340-21.
 - (2) The State must have a valid authorized position vacancy in the branch in which the applicant is requesting appointment.
 - (3) Once appointed, applicants must attend a full resident officer basic course.
 - (4) Applicants under this program are limited to the basic branches.
 - (5) Request for predetermination will be documented by submitting a completed copy of NGB Form 62 and allied papers for appointment. No applicant under the provisions of this paragraph will be permitted to appear before an FRB prior to receipt of a favorable predetermination from CNGB.
- l. All requests for predetermination will be forwarded to NGB-ARH.

2-11. Certificate of Eligibility

- a. Purpose. In order that ARNG soldiers, for whom there are no position vacancies, may be examined to determine their fitness for future appointments or promotions, The Adjutant General may accept applications for Certificates of Eligibility (NGB Form 89a).
- b. Procedures. Each application will consist of the records and documents prescribed in chapter 3 or chapter 8, as applicable, except for the appointment order and oath of office. Applicants will not appear before an FRB until evidence of a favorable National Agency check (NAC) has been received by The Adjutant General. If found qualified in all respects except for position vacancy for a particular grade and branch, the report of board proceedings and allied papers, to include evidence of a secret or higher security clearance based on a favorable NAC (or other investigation as prescribed by AR 380-67) in initial appointment cases, will be forwarded with appropriate endorsement by The Adjutant General to NGB-ARP-C. In the event the soldier has had prior service, the official records of the service will be obtained by the State or applicant and forwarded with the action. The endorsement by the State should indicate if the soldier is participating in any type of tour and the location of that tour. If approved, NGB Form 89a will be issued to the soldier. Certificates of eligibility will not be issued to soldiers seeking direct appointment.
- c. OCS graduates. NGB Form 89a, issued in the grade of second lieutenant to graduates of approved OCS programs, will indicate eligibility in "any basic branch." Accordingly, NGB Form 62 and Form 89a should reflect "any basic branch" in the appropriate spaces.
- d. Validity period. NGB Form 89a is effective for two years, unless an earlier expiration date is specified on the certificate and provided the holder thereof remains otherwise qualified. If during this period, The Adjutant General should appoint the holder of the certificate to a position vacancy of the same

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grade and branch in which qualified, a request for Federal recognition will be forwarded, accompanied by an appointment order and an Oath of Office (NGB Form 337) to NGB-ARP-C. Medical examinations submitted with these applications for Federal recognition must have been completed within the preceding 24 months. The CNGB will extend Federal recognition effective the date of appointment in the ARNG when each of the requirements contained herein has been fulfilled.

e. Reissue. Upon expiration, an NGB Form 89a may be reissued through the same procedure as provided in subparagraph 2-11b, above, except that the required records and documents may be limited to a current medical examination and the report of board proceedings. If the individual circumstances require a waiver for any disqualification for appointment, the waiver must be requested formally as outlined in paragraph 2-9, above.

2-12. Temporary Federal recognition of ARNG appointments

Temporary Federal recognition may be extended to an officer who has been appointed in the ARNG of a State and found to be qualified by an FRB pending final determination of eligibility and appointment as a Reserve commissioned officer of the Army. Such recognition may be withdrawn at any time. If not sooner withdrawn or replaced by the granting of permanent Federal recognition, temporary Federal recognition will automatically terminate six months after the effective date of State appointment (Title 32, USC, section 308). However, should the initial period of temporary Federal recognition expire due to administrative processing delays, through no fault of the applicant, a subsequent FRB should be convened to consider the request again and grant another new period of temporary Federal recognition if warranted. Applicants for the JAGC or Chaplain Corps must be approved by the Army TJAG or Chief of Chaplains prior to holding a FRB. This paragraph is not applicable to the following:

- a. Applicants for Federal recognition as general officers.
- b. Applicants federally recognized as commissioned officers of the ARNG.
- c. Officers of the U.S. Army Reserve seeking Federal recognition in the same grade and branch held.
- d. AMEDD officers will not be granted Temporary Federal Recognition prior to selection by a USAREC professional board.

Chapter 3

Processing Applications for Appointment and Federal Recognition.

3-1. Actions required by individual.

The following actions will be taken to initiate appointment and Federal recognition. Records and documents required are listed by type of action and are summarized in appendix B.

a. Initial appointment or Certificate of Eligibility. Applications, initial appointment, Certificate of Eligibility, and transfer from the USAR will include the following documents:

- (1) NGB Form 62 (Application for Federal Recognition).

Complete one original and four copies. The original and one copy will be furnished to NGB-ARP-C together with allied papers following appointment processing. The second copy will be retained by The Adjutant General; the third copy will be filed as pending until receipt of permanent Federal recognition and then filed as a permanent document in the MPRJ; the fourth copy will be retained by the applicant. Instructions for completion of the NGB Form 62 are printed on the reverse of the form. Required test scores will be entered in the remarks section of the form.

(2) Birth certificate. Each applicant not previously commissioned in the Armed Forces of the United States will provide a copy of his or her birth certificate or other documentary evidence that will satisfy the requirements of AR 600-8-104 to substantiate date of birth and name shown on application and allied papers.

(3) Documents. Copies of Reserve of the Army promotion letters, orders, or other documents which attest to commissioned officer status in another component, if applicable.

(4) Security Clearance. Verification of a security clearance being granted by the U.S. Army Central Personnel Clearance Facility (CCF) indicating a final personnel security clearance of secret or higher must be submitted using the example provided in figure 3-5 of this regulation. Applications for appointment in the Military Intelligence Corps must also provide evidence that a Special Background Investigation (SBI) has been initiated.

(5) Medical examination. DD Form 2808 and DD Form 2807-1 (Report of Medical Examination and Report of Medical History). If the applicant for recognition has successfully undergone an appropriate medical examination within the time frame prescribed in chapter 2 of this regulation prior to appearance

before the Federal recognition board (FRB), photocopy or certified true copy of such examination may be accepted in lieu of a new medical examination. Medical examinations for Aviation Branch applicants and aeromedical evacuation officers (AOC 67J) may be accomplished if the applicant has a current Flying Duty Medical Examination (FDME) and a DA Form 4186 (Medical Recommendation for Flying Duty) recommending full flight duty, IAW NGR (AR) 40-501. Continued aviation service will be contingent on approval of the FMDE by the U.S. Army Aeromedical Center, Ft. Rucker, AL.

(6) Civilian Education. Evidence of the highest civilian schooling accomplished. A copy of the certified college transcripts documenting at least the minimum semester hours required from an accredited institution, IAW chapter 9, or the degree or advanced degree received. Transcripts will be documented as indicated in figure 3-4 of this regulation (paragraph 9-5). The institution must be accredited by the American Council of Education. Exception is granted for recent graduates of the Inter-Service Physician Assistant Program at Ft. Sam Houston, TX whose graduating class date is prior to the normal publishing of official transcripts. An official memorandum from the school stating that the applicant has met all requirements for graduation will suffice until such time as the transcripts are available.

(7) NGB Form 89. Copies of NGB Form 89, Record of the Federal Recognition Board.

(8) Oath of Office (NGB Form 337/DA Form 71). Except for applications for Certificates of Eligibility, the oath should be administered and dated on the effective date of officer's appointment in the ARNG of the State. The original will be provided with the application forwarded to NGB-ARP-C.

(9) Evidence of satisfactory completion of Army service school courses when applicable. A graduate of OCS applying for commission as a second lieutenant will provide evidence indicating satisfactory completion of the course.

(10) Waivers of requirements. Waivers will be obtained prior to the appearance of the applicant before the FRB. The Adjutant General is charged with furnishing the FRB with the evidence of any approved required waiver prior to the appearance of the applicant.

(11) Aviation Orders. Aeronautical aviation orders if applicable.

(12) Military Service Obligation. A signed statement of military service obligation for applicants will be furnished IAW AR 135-91. Statement of acknowledgement provided in appendix I.

(13) Members of other Reserve Components or ARNG of another State. If the applicant is a member of any other Reserve Component or ARNG of another State in a commissioned, warrant, or enlisted status, he or she will provide a copy of conditional release from such membership. The release will be obtained by the applicant in advance of appearance before the FRB when such appearance is required. The use of DD Form 368 is prescribed for non-unit members of the USAR (paragraph 3-1b(13) below).

(14) Certificate of service. An applicant with prior service in the Armed Forces of the United States will present copies of discharge certificates and/or certificates of service (DD Form 214 or similar document).

(15) Evidence of citizenship. An individual, not a citizen of the United States by birth, will submit a signed or notarized statement stating status of citizenship by a commissioned officer, warrant officer, or notary public, respectively as shown in figure 3-1 or figure 3-2 below. Facsimiles, photostatic copies, or other means of reproducing naturalization certificates are not authorized by law and will not be accepted. The reproduction of these certificates or any parts thereof without proper authority constitutes a felony.

(16) State Appointment. Copies of the State appointment order.

(17) Chaplain applicants. Except current chaplains of an Army component seeking Federal recognition in the ARNG, each applicant for Federal recognition as a chaplain will submit an ecclesiastical endorsement from the appropriate denominational endorsing agency and evidence of qualifying experience as prescribed in AR 135-100 and/or DA Pam 611-21. Applicants must also submit an interview statement as prescribed in AR 135-100 and AR 165-1.

(18) The Judge Advocate General's Corps Applicants. Except for current JAGC officers of an Army component seeking Federal recognition in the ARNG, each applicant for Federal recognition as a JAGC officer will submit evidence of professional education, certificates, interviews, statements, letters, photographs, and evidence of qualifying experience as prescribed in AR 135-100 and/or DA Pam 611-21. All JAGC applicants will submit a certificate or letter from the clerk of the highest court of a state or of a federal court showing admission to practice and standing before the bar, if now a member. The certificate or letter must be dated within three months of the date of application.

(19) Applicants for appointment in the health professions and related specialties. Except for current AMEDD officers of an Army component seeking Federal recognition in the ARNG, each applicant for Federal recognition with assignment to the Medical Corps (MC), Dental Corps (DC), Veterinary Corps (VC), Army Nurse Corps (AN), Army Medical Specialist Corps (SP), and Medical Service Corps (MS) will submit evidence of professional education, appropriate current license, and certified evidence of qualifying experience as prescribed in AR 135-101 and/or DA Pam 611-21. Requests for appointment will include a

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request for award of AOC that the officer is professionally qualified to hold. Requests will only be sent following selection by USAREC professional board. Upon receipt of Temporary Federal Recognition and initial entry into SIDPERS (or personnel system of record) the individual will have their primary AOC listed in SIDPERS as awarded by USAREC professional board, regardless of military education level at that point.

(20) Verification of social security number (SSN). Each applicant will submit a copy of the personal social security card.

(21) Awards and Decorations. Copies of orders and correspondence relating to decorations, citations, and commendations.

(22) Statement of understanding. If applicable, a statement of understanding that the applicant will be unable to complete 20 years of creditable service for retirement prior to mandatory removal from an active status.

(23) Former conscientious objectors. A signed statement will be furnished by former conscientious objectors expressing abandonment of such beliefs so far as they pertain to their willingness to bear arms and to give full and unqualified military service to the United States and agreeing that they will not apply for separation by reason of conscientious objection during the period of their contracted agreement.

b. Reappointment or transfer from USAR in grade, but a new branch. Applicants will include the following documents as applicable, prepared as prescribed for initial appointment:

(1) NGB Form 62.

(2) Copies of Reserve of the Army appointment.

(3) Copies of Reserve of the Army promotion letters, orders, or other documents which attest to commissioned officer status in another component, if applicable.

(4) Verification of a security clearance granted by the U.S. Army Central Personnel Clearance Facility indicating a final personnel security clearance of secret or higher must be submitted using the example provided in figure 3-5 of this regulation. Applications for appointment in the Military Intelligence Corps must also provide evidence that a Special Background Investigation (SBI) has been initiated.

(5) Medical examination. DD Form 2808 and DD Form 2807-1 (Report of Medical Examination and Report of Medical History) and DA Form 7349-R Initial Medical Review – Annual Medical Certificate (when applicable). If the applicant for recognition has successfully undergone an appropriate medical examination within the time frame prescribed in chapter 2 of this regulation prior to appearance before the FRB, photocopy or certified true copy of such examination may be accepted in lieu of a new medical examination. Medical examinations for Aviation Branch must be approved by the U.S. Army Aeromedical Center, Ft. Rucker, AL, prior to appointment.

(6) Evidence of the highest civilian schooling accomplished. A copy of the certified college transcripts documenting at least the minimum semester hours earned (IAW Table 9-1 of this regulation) or the degree or advanced degree received. Transcripts will be documented as indicated in figure 3-4 of this regulation (paragraph 9-5 of this regulation). The institution must be accredited by the American Council of Education.

(7) Copies of NGB Form 89, Record of the Federal Recognition Board.

(8) Oath of Office (NGB form 337/DA form 71). Except for applications for Certificates of Eligibility, the oath should be administered and dated on the effective date of officer's appointment in the ARNG of the State. The original will be provided with the application forwarded to NGB-ARP-C.

(9) Evidence of satisfactory completion of Army service school courses when applicable. A graduate of OCS applying for commission as a second lieutenant will provide a copy of evidence indicating satisfactory completion of the course.

(10) Waivers of requirements. Waivers will be obtained prior to the appearance of the applicant before the FRB. The Adjutant General is charged with furnishing the FRB with the evidence of approval or any required waiver prior to the appearance of the applicant.

(11) Aeronautical aviation orders if applicable.

(12) A signed statement of military service obligation for nonprior service applicants will be furnished IAW AR 135-91. Statement of acknowledgement provided in appendix I.

(13) A soldier assigned to a troop program unit will be required to obtain a conditional release from his/her USAR assignment prior to being appointed in the ARNG. After appointment, DD Form 368 will be prepared and endorsed to Commander, Human Resources Command (HRC-St Louis), 1 Reserve Way, St Louis, MO 63132-5200, to advise HRC-ST LOUIS that the officer's appointment in ARNG will result in USAR TPU vacancy. A copy of the form will be included with the application for Federal recognition to facilitate the release of the OMPF from Commanding General, HRC-ST LOUIS.

(14) A non-unit soldier assigned to a USAR control group, other than delayed categories, may be appointed in the ARNG pending receipt of final clearance from the Commanding General, HRC-ST

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LOUIS. After appointment, DD Form 368 will be prepared and endorsed to the Commanding General, HRC-ST LOUIS. A copy of the form will be included with the application for Federal Recognition.

(15) Certificate of service. An applicant with prior service in the Armed Forces of the United States will present copies of discharge certificates and/or certificates of service (DD Form 214 or similar document).

(16) Evidence of required U.S. citizenship. An individual, not a citizen of the United States by birth, will submit a signed or notarized statement by a commissioned officer, warrant officer, or notary public, respectively as shown in figure 3-1 or figure 3-2 below. Facsimiles, photostatic copies, or other means of reproducing naturalization certificates are not authorized by law and will not be accepted. The reproduction of these certificates or any parts thereof without proper authority constitutes a felony.

(17) Copies of the State appointment order.

(18) Chaplain applicants. Except current chaplains of an Army component seeking Federal recognition in the ARNG, each applicant for Federal recognition as a chaplain will submit an ecclesiastical endorsement from the appropriate denominational endorsing agency and evidence of qualifying experience as prescribed in AR 135-100 and/or DA Pam 611-21. Applicants must also submit an interview statement as prescribed in AR 165-1.

(19) The Judge Advocate General's Corps applicants. Except for current JAGC officers of an Army component seeking Federal recognition in the ARNG, each applicant for Federal recognition as a JAGC officer will submit evidence of professional education, appropriate current authority to practice law, certificates, interviews, statements, letters, photographs, and evidence of qualifying experience as prescribed in AR 135-100 and/or DA Pam 611-21. All JAGC officers will submit an official certificate or letter from the clerk of the highest court of a state or of a federal court showing admission to practice and standing before the bar, if now a member. The certificate or letter must be dated within three month of the date of application.

(20) Applicants for appointment in the health professions and related specialties. Except for current AMEDD officers of an Army component seeking Federal recognition in the ARNG, each applicant for Federal recognition with assignment to the Medical Corps (MC), Dental Corps (DC), Veterinary Corps (VC), Army Nurse Corps (AN), Army Medical Specialist Corps (SP), and Medical Service Corps (MS) will submit evidence of professional education, appropriate current license, and certified evidence of qualifying experience as prescribed in AR 135-101 and/or DA Pam 611-21. Requests for appointment will include a request for award of AOC that the officer is professionally qualified to hold. Requests will only be sent following selection by USAREC professional board. Upon receipt of Temporary Federal Recognition and initial entry into SIDPERS (or personnel system of record) the individual will have their primary AOC listed in SIDPERS as awarded by USAREC professional board, regardless of military education level at that point..

(21) Verification of social security number (SSN). Each applicant will submit a facsimile of the personal social security card.

(22) Copies of orders and correspondence relating to decorations, citations, and commendations.

(23) If applicable, a statement of understanding that the applicant will be unable to complete 20 years of creditable service for retirement prior to mandatory removal from an active status.

c. Appointment of USAR officers in grade and branch. USAR officers applying for Federal recognition in the ARNG in their present grade and branch will submit:

(1) NGB Form 62.

(2) Copies of Reserve of the Army appointment.

(3) Copies of Reserve of the Army promotion letters, orders, or other documents which attest to commissioned officer status in another component, if applicable.

(4) Medical examination. DD 2808 and DD 2807-1 (Report of Medical Examination and Report of Medical History) and DA Form 7349-R Initial Medical Review – Annual Medical Certificate (when applicable). If the applicant for recognition has successfully undergone an appropriate medical examination within the time frame prescribed in chapter 2 of this regulation prior to appearance before the FRB, photocopy or certified true copy of such examination may be accepted in lieu of a new medical examination. Medical examinations for Aviation Branch applicants must be approved by the U.S. Army Aeromedical Center, Ft. Rucker, AL, prior to appointment.

(5) Evidence of the highest civilian schooling accomplished. A copy of the certified college transcripts documenting at least the minimum semester hours required IAW chapter 9 of this regulation or the degree or advanced degree received. Transcripts will be documented as indicated in figure 3-4 of this regulation (paragraph 9-5).

(6) Oath of Office (NGB Form 337). Except for applications for Certificates of Eligibility, the oath should be administered and dated on the effective date of officer's appointment in the ARNG of the State. The original will be provided with the application forwarded to NGB-ARP-C.

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(7) Evidence of satisfactory completion of Army service school courses when applicable. A graduate of OCS applying for commission as a second lieutenant will provide evidence indicating satisfactory completion of the course.

(8) Waivers of requirements. Waivers will be obtained prior to the appearance of the applicant before the FRB. The Adjutant General is charged with furnishing the FRB with the evidence of approval or any required waiver prior to the appearance of the applicant.

(9) Aeronautical aviation orders if applicable.

(10) A signed statement of military service obligation (DA Form 3574 or 3575) will be furnished IAW AR 135-91.

(11) A soldier assigned to a troop program unit will be required to obtain a conditional release from his/her USAR assignment prior to being appointed in the ARNG. After appointment, DD Form 368 will be prepared and endorsed to the Commanding General, U.S. Army Reserve Personnel Center (HRC-ST LOUIS), 1 Reserve Way, St. Louis, MO 63132-5200, to advise HRC-ST LOUIS that the officer's appointment in ARNG will result in USAR TPU vacancy. A copy of the form will be included with the application for Federal recognition to facilitate the release of the OMPF from the Commanding General, HRC-ST LOUIS.

(12) A non-unit soldier assigned to a USAR control group, other than delayed categories, may be appointed in the ARNG pending receipt of final clearance from the Commanding General, HRC-ST LOUIS. After appointment, DD Form 368 will be prepared and endorsed to the Commanding General, HRC-ST LOUIS. A copy of the form will be included with the application for Federal recognition.

(13) Certificate of service. An applicant with prior service in the Armed Forces of the United States will present copies of discharge certificates and/or certificates of service (DD Form 214 or similar document).

(14) Evidence of citizenship. An individual, not a citizen of the United States by birth, will submit a signed or notarized statement of citizenship status by a commissioned officer, warrant officer, or notary public respectively as shown in figure 3-1 or figure 3-2 below. Facsimiles, photostatic copies, or other means of reproducing naturalization certificates are not authorized by law and will not be accepted. The reproduction of these certificates or any parts thereof without proper authority constitutes a felony.

(15) Copies of the State appointment order.

(16) Request for appointment will include a request for award of AOC that the officer professionally qualified to hold. Upon receipt of Temporary Federal Recognition and initial entry into SIDPERS (or personnel system of record) the individual will have their primary AOC listed in SIDPERS as awarded by USAREC professional board, regardless of military education level at that point.

d. Appointment of ARNG officer of another State (Interstate Transfer). Federally recognized ARNG officers transferring between States in grade and branch will furnish the following information and documents:

(1) Letter requesting appointment in new State that reflects current home address and requested assignment.

(2) Copy of Reserve of the Army appointment.

(3) Copy of the last Reserve of the Army promotion.

(4) Civilian education. (Paragraphs 3-1a(6) and 9-5 of this regulation).

(5) Oath of Office (NGB Form 337). Except for applications for Certificates of Eligibility, the oath should be administered and dated on the effective date of officer's appointment in the ARNG of the State. The original will be provided with the application forwarded to NGB-ARP-C.

(6) NGB aviation service orders which remain in effect IAW NGR 95-1 and NGR 600-105.

(7) Conditional release (Interstate Transfer). The following documents will be given to an officer requesting the Conditional Release:

(a) DA Form 4187, with all current information completed on the form.

(b) SIDPERS Personnel Qualification Record (PQR)

(c) Copy of DA Form 2-1

(d) NGB Form 23B

(e) DA Form 4497-R (Interim Medical Examination-Aviation) or DD 2808/2807-1

(f) Annual Medical Certificate

(g) SF 1199A, Direct Deposit Sign-up Form.

(8) Copies of the new State appointment orders.

e. ROTC graduates. Officers commissioned from ROTC and applying for Federal recognition in the ARNG during the interim period between their appointment in the Army Reserve and the reporting date for initial active duty for training will include the documents required by paragraph 3-1b or 3-1c above, as appropriate, and the statement at figures 12-1 and 12-2.

3-2. Actions required by immediate commander.

The commander initially receiving the application for any of the personnel actions described in paragraph 3-1 above will:

- a. Review the application for completeness and determine the applicant's administrative eligibility to apply for the desired personnel action.
- b. Return the application if the applicant does not meet the basic administrative prerequisites for appointment, giving the reasons for rejection.
- c. Include the appropriate remarks in forwarding endorsement, regarding the position vacancy to be filled.
- d. Forward the application with the appropriate recommendation, through any intermediate commanders to The Adjutant General.

3-3. Actions required by intermediate commanders. Intermediate commanders will:

- a. Review the application and allied papers, and endorse it through remaining intermediate commanders, if any, to the State Adjutant General.
- b. Indicate the availability of a position vacancy.
- c. Return the application when the applicant does not meet the basic administrative prerequisites or when errors are found that cannot be corrected without referring the application to the originator or to the unit of assignment.

3-4. Actions required by the Adjutants General upon receipt of applications for personnel actions, The Adjutant General will:

- a. Review the application and allied papers for:
 - (1) Completeness and accuracy, including verification of prior National Guard service. Such verifications will be typed, written, or stamped on each copy of NGB Form 62, when used.
 - (2) Determination that the applicant meets the qualifications and standards for the requested personnel action.
 - (3) Determination that appropriate position vacancy exists, and assignment policies prescribed in chapter 4 of this regulation have been considered.
 - (4) Evidence that the security requirements of Chapter 2 of this regulation and AR 380-67 have been met.
 - (5) Evidence that the civilian education requirements of chapters 2 and 9 of this regulation have been met. Transcripts will be documented as indicated in figure 3-4 (Paragraphs 3-1a(6) and 9-5 of this regulation).
- b. Perform following additional actions when FRB examination is not required.
 - (1) If applicant is an ARNG soldier of the State in which the personnel action is being considered, examine evaluation reports and other documents that describe the applicant's qualifications and past duty performance.
 - (2) Attach a copy of the order that vacated the position to which the officer is being assigned, if the position was previously occupied.
 - (3) Issue the appropriate orders announcing the personnel action. A copy of the order will be made a part of the application.
 - (4) Require the applicant to complete the oath of office, if applicable.
 - (5) The application will be endorsed to NGB-ARP-C, containing documentation prescribed by this chapter and appendix B.
- c. Perform the following additional actions when FRB examination is required:
 - (1) Attach a copy of the order that vacated the position to which the officer is being assigned if the position was previously occupied.
 - (2) Attach a copy of the order directing the applicant to appear before the FRB, if applicable.
 - (3) Furnish the FRB copies of the applicant's evaluation reports and other documents which attest to his or her qualifications and past performance.
 - (4) Forward the application and allied papers to the FRB.

3-5. Categories requiring Federal Recognition Board Action:

FRB action is required for the following:

- a. Initial appointment;
- b. Reappointment;
- c. Appointment of USAR officers in the same grade but in new branch, except second lieutenants who have not completed a basic officer course or its equivalent;

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and

d. Transfer of ARNG officers between States in a new branch, except second lieutenants who have not completed a basic officer course or its equivalent.

3-6. Categories not requiring Federal Recognition Board Action

FRB actions are not required for the following:

- a. Appointment of USAR officers in grade and branch;
- b. Transfer of ARNG officers between States in the same grade and branch;
- c. Officers previously federally recognized in the same grade and branch to which a transfer is being requested;
- d. Officers of the Army Reserve in grades above second lieutenant and below colonel who are appointed in the next higher grade to fill an authorized position vacancy in a Federally recognized unit, provided they have been recommended for promotion to the higher grade by a Reserve component selection board convened by HQDA and remained in an active status since being recommended, and further provided that they are appointed in the same branch as that in which selected by the DA selection board;
- e. Second lieutenants who are promoted to the grade of first lieutenant to fill authorized position vacancies on the date they complete two (2) years of promotion service; and
- f. Initial specialty redesignation with resultant branch transfer of second lieutenants who have not completed an officer basic course.

3-7. Procedures for Federal Recognition Boards

Actions required by FRBs are prescribed in chapter 10 of this regulation.

Citizenship by Naturalization:

"I have this date seen the original certificate of citizenship, No. _____ (or certified copy of the court order establishing citizenship) stating that _____ was admitted to United States citizenship by the court of _____ at (city and state) _____ on (date) _____."

Figure 3-1.

Citizenship Through Naturalization of Parent:

"I have this date seen the original certificate of citizenship, No. _____ issued to _____ by the Immigration and Naturalization Service, Department of Justice, stating that _____ acquired citizenship on (date) _____."

Figure 3-2.

Social Security Number Verification:

"I have this date verified that the following Social Security number: _____ is identical to the number listed on the Social Security card issued to _____."

Figure 3-3.

Civilian Education Certification:

"I hereby certify that I have this date seen the original/official ("raised seal") transcripts issued by _____ stating that _____ has acquired _____ college semester hours and/or an AA, BA, BS, MA, PhD (or equivalent) degree. A photostatic copy of these transcripts is attached immediately following this page.

(State MILPO)

(Date)

Figure 3-4.

Security Clearance Verification:

I have seen the computer generated DA Form 873, Certificate of Clearance and/or Security Determination, issued by the US Army Central Personnel Clearance Facility on (date) stating that (name/SSN) has a security clearance at the TOP SECRET/SECRET/CONFIDENTIAL level based on a SBI/BI/NACI/NAC/ENTNAC. The original DA Form 873 is on file in the soldier/applicant's MPRJ.

Date Investigation Completed: _____.

Date final clearance granted: _____.

(State MILPO/State Security Manager) (Date)

Figure 3-5.

Applicant may not be able to retire:

I understand that I may not be able to accrue enough creditable service for retirement purposes prior to reaching my mandatory removal date. Thus, I may not be able to receive any retirement benefits from my service in the Army National Guard.

(Signature of applicant) (Date)

Figure 3-6.

Chapter 4

Assignments

4-1. General

The assignment, reassignment, and utilization of commissioned officers of the ARNG not on the Federal active duty list (ADL) (Title 10, USC) is a function of the State concerned. State Adjutants General and personnel managers should follow management principles of the Officer Personnel Management System (OPMS), appropriate Army or NGB regulation, special branch assignment criteria, career patterns of the individual officer based on branch and AOC (BR/FA) development requirements, and the needs of the Army.

4-2. Active Service

- a. General. Officers of the ARNG may be ordered to Federal active duty without being on the active duty list or under the strength accountability of the Active Army under various provisions of law. This chapter provides guidance to the States on how to account for such officers.
- b. Assignments. A commissioned officer of the ARNG, except the United States Property and Fiscal Officer (USPFO), who is ordered to Federal active duty in the Active Guard and Reserve Program under the provisions of Title 10 USC, for a period in excess of six months will be transferred to and carried as an additional officer of the Headquarters, State Area Command (STARC) for the period of such active duty. Upon release from active duty, the officer will continue to be carried as an additional active officer of the STARC headquarters for a period not to exceed six months, unless granted an exception by NGB.
- c. Disposition of personnel. Upon termination of the six month period after relief from Federal active duty, such additional active officers that have not been assigned to an MTOE or TDA vacancy will be subject to termination of their Federal recognition by the CNGB and transferred to the USAR or the Inactive Army National Guard. Requests for extensions are limited to instances where assignment to an authorized position is imminent or when all other alternatives have been exhausted and the results would cause a severe injustice or extreme personal hardship.

4-3. Assignment policies

- a. Officer Personnel Management System (OPMS) overview. OPMS was initially instituted in the ARNG in 1976 and modified in 2000 to include OPMS-3 management criteria. These changes provide additional improvements to our OPMS system that will continue to improve the effectiveness of the commissioned officer corps. OPMS covers all policies and procedures, by which commissioned officers are procured, trained, developed, assigned, promoted, and separated. The overall philosophy is in DA Pam 600-3; the principles of OPMS for the ARNG are in NG Pam 600-3. Although special branch officers are not covered by OPMS, this chapter applies to all officers unless otherwise stated.
- b. The primary factor influencing an officer's assignment is the needs of the ARNG. Other factors influencing assignment considerations are:
 - (1) Grade, AOC (BR/FA), education, and experience of the officer;
 - (2) Professional development needs of the officer;
 - (3) Availability of officers with required qualifications; and
 - (4) Officer's potential for advancement.
- c. Except as otherwise specified in this regulation, assignments will be made that will result in an officer being selected to fill a position for which current individual qualifications, grade, AOC (BR/FA), and branch match those of the position authorization to be filled. The ARNG officer inventory does not match total authorizations or requirements. Appendix E provides AOC substitution table for assignments and additional guidelines to be followed in assignment decisions, and Appendix H lists authorized substitutions of medical professionals.
- d. In certain positions, there is no single AOC (BR/FA) that will satisfy the requirement. Aides-de-camp, inspectors general, and instructors are examples. Additionally, the vast majority of the positions in State military academies are filled by officers in either BR-AOC or FA-AOC who bring individual talents to the training mission. These are examples of exceptions to assignment rules and will require individual management decisions.
- e. All battalion and brigade commanders in the Army National Guard will attend the appropriate branch specific Pre-command Course (PCC) prior to assumption of command and must have completed CGSC. The Fort Leavenworth PCC does not satisfy this requirement. If circumstances require that a

waiver be requested, the request for waiver should be forwarded through the Adjutant General and the Chief, National Guard Bureau, NGB-ARH-S to the Assistant Secretary of the Army (Manpower and Reserve Affairs).

f. ARNG lieutenant colonels must have completed CGSOC to be assigned to battalion or higher command positions and in brigade executive officer or S-3 positions. Additionally, lieutenant colonels with three (3) years time in grade must have completed CGSOC to qualify for assignment to any principal staff position at brigade or higher level commands. This policy will not be waived.

g. Grade. Because of the ARNG promotion system and requirement that all commissioned officers, unless specifically exempt, must be assigned to an authorized position, grade becomes a dominant factor in commissioned officer assignments. The applicable MTOE or TDA position will determine the highest authorized grade in which a commissioned officer may be assigned, except as modified below:

(1) Medical Corps, Dental corps, Physician Assistant (65D), Medical Service Corps (MS) (71-73 Series MFA and 67F AOC only) and Nurse Anesthetist (66F) officers in the rank of Lieutenant Colonel (LTC) or below may be assigned to positions one grade above, same grade, or two grades below if they are BR-AOC/MFA qualified, to include the required Additional Skill Identifier e.g. A LTC may fill a Colonel (COL) through Captain (CPT) position; a Major (MAJ) may fill a LTC to First Lieutenant (1LT) position, provided that the officer is professionally qualified.

(2) Army Nurse Corps (AN) (except 66F), Veterinary Corps, Army Medical Specialist Corps except 65D, and MS officers (except 71-73 series MFA and 67F officers) may be assigned only to positions of the same grade, or positions one grade above the grade of the officer e.g. A LTC may fill either a LTC or COL position; a MAJ may fill a MAJ or LTC position. All COLs must be in authorized COL positions. However, if a State/Territory's lowest valid vacancy for MS or AN officers is a CPTs position, 2LTs of those branches may be accessed/assigned/retained in that CPT position of matching AOC/MFA.

(3) All Chaplain Branch officers up to the grade of LTC may be assigned to CH positions of the same or higher grade or one grade below their current rank e.g. A LTC Chaplain may fill a COL to MAJ position; a MAJ may fill a LTC to CPT position. Chaplain COLs will be assigned only to positions authorized for that grade. If the State's authorized MTOE or TDA force structure does not provide for a COL position to serve as the State Chaplain, the State may appoint one COL to a LTC position for such duty with the written approval of NGB-ARH-S. All CH officers must be assigned to positions coded for BR-AOC 56.

(4) The Judge Advocate General's Corps officers up to the grade of LTC may be assigned to JAGC positions one grade above, same grade or one grade below e.g. A LTC may fill a COL to MAJ position; a MAJ may fill a LTC to CPT position. All JAGC COLs will be assigned only to positions authorized for that grade. If the State's authorized MTOE or TDA force structure does not provide for a COL position to serve as the State JAGC Officer, the State may appoint one COL to a LTC position for such duty with the written approval of NGB-ARH-O. All JAGC officers must be assigned to positions coded BR-AOC 55, unless granted an exception by the JAG School and the Chief, National Guard Bureau (CNGB).

(5) Authorized MTOE or TDA lieutenant aviator positions may be filled by rated Army aviators in the rank of captain, provided qualified officers of the prescribed grade are not available and all other rated MTOE and TDA positions in the unit in the grade of captain or above are filled.

(6) Authorized warrant officer aviator's positions may be filled by rated company grade officer aviators, provided qualified warrant officers are not available and all other rated MTOE or TDA positions in the unit are filled. A commissioned officer so assigned will be immediately reassigned upon availability of a rated warrant officer.

(7) Subject to the command and staff limitations of DA PAM 611-21, , authorized company grade aviator positions in MTOE or TDA applicable to the ARNG may be occupied by rated warrant officer aviators provided qualified company grade officers are not available and all other rated MTOE or TDA positions in the unit that specify warrant officers are filled. When a rated company grade officer becomes available for assignment, any warrant officer assigned under this policy will be immediately reassigned. Aviator positions will not be filled by Aeromedical Evacuation Officers (67J), nor vice versa except when concurrent application for Branch transfer takes place.

(8) Lieutenants may be assigned to warrant officer positions in operations Special Forces units. Officers must be qualified or scheduled to attend training for the award of AOC 18A.

(9) A qualified first lieutenant, after having delayed promotion as authorized under AR 135-155, may be promoted to the grade of captain upon completion of the maximum delay period without change

of assignment, provided qualified lieutenants are not available and all other positions in the unit in the grade of captain or above are occupied.

(10) USAR commissioned officers and former commissioned officers with active duty service for a minimum of two years in any component of the U.S. Army or USMC, who are eligible for appointment in the grade of captain and ARNG officers on conditional release from another State, may be assigned to authorized lieutenant positions, provided all other positions are filled. Any captain so assigned will be removed from the lieutenant position immediately upon occurrence of an appropriate vacancy, or three years following appointment, whichever is earlier.

(11) There is no limit on assigning a commissioned officer to a position calling for a higher grade. However, as a guideline, due to the increased responsibility and authority, a commissioned officer should not be assigned to a position more than one grade higher than that of the officer, except in the most unusual circumstances.

h. Branch (BR), Functional Area (FA) and Skills, and Area of Concentration (AOC)/BR/FA). The most important aspect of commissioned officer assignments involves matching the individual qualifications, which are expressed as BR, AOC (BR/FA), FA, and skills with the requirements of the authorization document. Unless provided for below, all commissioned officers must be qualified and have been awarded the BR and AOC (BR/FA) or appear before a FRB for branch transfer prior to assignment. When a position must be filled to meet an immediate mission requirement and a fully qualified commissioned officer is not available, the assignment may be made within the guidelines of appendix F, or appendix H for AMEDD officers.

4-4. Limitation on assignments

a. Medical Corps, Dental Corps, Veterinary Corps, Army Nurse Corps, Army Medical Specialists Corps, Medical Service Corps, Chaplains and Chaplain Candidates officers will be assigned only to positions requiring their respective branch and area of concentration. Individuals not professionally qualified as MC, DC, VC, AN, SP, MS, CH and JA officers will not be assigned to positions of these branches, to include being assigned excess or overstrength.

b. Former members of the Peace Corps will not be assigned duties in the military intelligence field that would preclude their use in the event of mobilization.

c. Chaplain vacancies may not be filled by other than officers commissioned as chaplains or chaplain candidates.

d. Soldiers assigned as military police criminal investigators and laboratory technicians must be eligible for accreditation as prescribed in AR 195-3.

e. Unit commanders will not assign tasks requiring skills normally possessed by branch qualified officers to officers of other branches if such assignment would endanger life, property, or health.

f. Commissioned officers should be rotated in their assignments to provide for varied experience and career development opportunity. Command tenure for commander and deputy commander positions should be limited to three (3) years. Assignment to a primary staff position should be limited to four (4) years. Further, this three and four-year assignment limitation should be extended by the State only under unique circumstances.

g. Female commissioned officers. The Direct Combat Probability Code (DCPC) is the only position assignment policy. Positions coded DCPC 1 are restricted to male only assignments. Many units contain a combination of DCPC codes. The restriction on classification and assignment of female commissioned officers specified in DA PAM 611-21 and AR 600-13 are applicable to the classification and assignment of female ARNG commissioned officers.

4-5. Assignment of commissioned officers to Army aviator positions

For assignment to aviation position vacancies, to remain so assigned, or to be promoted in aviation positions, the officer must be qualified as an Army aviator or, if not currently qualified, meet the following requirements:

a. Agree in writing to attend flight training within 18 months, provided training slots are available. Commissioned officers appointed under the Early Commissioning Program (ECP) will be granted an additional 24 months to complete degree requirements.

b. Pass a class IA flight medical examination annually until accepted for training.

c. Lieutenants must have completed the officer basic course (OBC), and captains must have completed an officer advanced course (OAC) prior to entry into flight training. Aviation OBC and OAC are preferred.

d. Obtain a score of 90 or higher on the Flight Aptitude Selection Test (FAST) to qualify for further processing of aviation training applications. Soldiers who fail to make a minimum qualifying score of 90 may be retested one time only, but not sooner than six months after initial testing. The applicant's immediate commander may approve the retest. Under no circumstances may an individual be tested three times.

e. Commissioned officers not flight qualified must continue to meet all requirements for entry into the flight training program.

f. Except for applicants who will be assigned to positions coded with AOC 67J, commissioned officers selected for aviation training will be initially appointed or transferred to the Aviation Branch. Commissioned officers awaiting training will be assigned to authorized position vacancies or in an overstrength status within the limits of the current ARNG Officer Strength Management memorandum.

4-6. Transfer of commissioned officers

The reassignment of an ARNG commissioned officer not involving a change in grade, initial AOC, or branch may be made subject to the following conditions:

a. There must be an authorized position vacancy in the same or higher grade unless otherwise authorized in this regulation.

b. The officer reassigned must meet all requirements of the new position. Exceptions will be authorized for those commissioned officers in the process of completing educational stipulations established by the FRB or Officer Personnel Classification Board (OPCB). Commissioned officers must complete educational stipulations set by the FRB or OPCB within the time frame established by chapter 6 of this regulation.

c. The provisions of NGR 614-1 apply in the transfer of personnel to and from the Inactive Army National Guard (ING).

4-7. Overstrength, and temporary TDA assignment policies

a. The annual policy statement on the management of commissioned officers assigned in overstrength status and to temporary TDA positions at Headquarters, STARC, is the ARNG Officer Strength Management memorandum. This memorandum will be published annually by NGB-ARH-S and must be reviewed before making assignments in an overstrength status or requesting TDA positions.

b. Officers are authorized to be assigned in an overstrength status under the following conditions:

(1) Upon involuntary reassignment caused by a DA directed reorganization or unit conversion (1 year).

(2) Upon return to the State following Active Army service with component of ARNGUS (6 months).

(3) Upon transfer between States (6 months).

(4) Upon involuntary reassignment due to position being filled under the AGR Program (1 year).

(5) Basic and special branch officers as authorized in the annual Strength Management memorandum. Length of assignment and retention in an overstrength status will be outlined in the policy statement.

c. The period of overstrength may be extended, normally not to exceed six months, by the CNGB, NGB-ARH-S-, when requested by the Adjutant General. Such exceptions are limited to instances where assignment to an authorized position is imminent.

d. Requests for exception to the limitation on assignment in overstrength status must contain as a minimum, the officer's name, grade, SSN, current unit of assignment, AOC (BR/FA), and initial date of assignment in an overstrength status. Additionally, the request must provide justification for continued assignment in overstrength status as well as anticipated date of assignment to a valid MTOE/TDA position vacancy. Requests are to arrive at NGB-ARH-S NLT 60 days prior to the end of the authorized overstrength period.

e. Commissioned officers are authorized to be assigned in a temporary TDA status under the following conditions:

(1) National Guard Bureau Long Tour Program. These are officers serving on Title 10 and Title 32 tours established by the National Guard Bureau. Temporary TDA positions will be authorized for the duration of the duty period plus six months for officers serving under either of these authorities.

(2) Resident senior service college selected for a period of one year.

(3) Special branch officer (CH, DE, AN, VC, SP, MC officers and medical students) as authorized by the annual policy statement.

g. All requests for temporary TDA positions will be submitted to NGB-ARH-S or as outlined in the ARNG Officer Strength Management Memorandum.

Chapter 5

Attachments

5-1. General

a. Commissioned officers normally will be expected to train with the unit to which assigned. If this is not practical, they may be authorized to train with other units in an attached status provided such training meets the training standards set forth in FORSCOM/AR/NGR 350-2. Attachments will be held to a minimum and will be of the shortest duration possible.

b. At the discretion of The Adjutant General, chaplains and officers in the AMEDD branches (less MS with medical BR-AOC 67J or MFA 70), may be attached to any unit, with Commander's concurrence, which will provide maximum utilization of their BR or FA.

c. Commissioned officers will not be promoted or extended Federal recognition in a higher grade based on the position or the unit to which they are attached.

5-2. Attachment authority

a. Adjutants General are authorized IAW State law to attach within their State and, with the consent of the appropriate Adjutant General, outside their State, commissioned officers under their jurisdiction as outlined below. This authority may not be further delegated. Except for OCS cadre, special branch officers, and officers in special programs, period of attachment will not exceed one year subject to the following limitations:

(1) Attachment of an officer who is senior to the commander of the contemplated unit of attachment is not authorized except for chaplains or medical personnel as outlined in FORSCOM/NGR 350-2.

(2) Female officers will not be attached to units or positions coded P-1 under the Direct Combat Probability Code (DCPC) unless authorized under AR 600-13, paragraph 1-13.

b. Unless otherwise stated in orders, officers will be relieved from attachment when the following circumstances occur:

(1) When the officer's unit of attachment is ordered to active duty under Title 10, USC, sections 12301, 12302, or 12304.

(2) Upon completion of the period of attachment as stated in published orders.

5-3. Administration and records

a. The commander of the unit of attachment will be responsible for administration, pay, and training as indicated in the attachment order. Attachments for less than 30 days will not include attachments for pay. Attachments within the state for periods of 30 days or more will include attachment for pay and input into SIDPERS with the appropriate attachment code. When agreed upon by both State Adjutants General, attachment out of state for periods over 30 days may include attachment for pay. Out of state attachments that do not specify pay will be paid through the parent unit based on certificates of duty performance. Pay administration for all personnel will be as outlined in NGR (AR) 37-103-3, NGB Pam (AR) 37-104-3 and NGB Pam 37-104-10.

b. Attachment orders will cite this chapter as authority and will specify whether the attachment is for training, pay, and/or administration. The officer's MPRJ will be forwarded to the unit of attachment for maintenance whenever an officer is attached for administration. If the unit of attachment is managed by the same Personnel Service Branch (PSB) then the MPRJ will be maintained under those PSBs standard operating procedures. Effective date of attachment must be at least one day later than date individual was assigned to a parent unit.

Chapter 6

Branch Transfers, AOC (BR/FA) and Functional Area Designation/Redesignation

6-1. Authority

Title 32, USC, section 307.

6-2. Limitations

Branch transfers are not authorized to or between Chaplain, JAGC, and AMEDD branches. Chaplain and AMEDD officers must have a source of commission other than direct appointment in order to be assigned to the basic branches, and must apply for a new appointment under the provision of chapter 2 of this regulation. Basic branch officers may apply for a new appointment as special branch officers under the provision of chapter 2 of this regulation provided they are educationally or professionally qualified.

6-3. General policy and procedures for branch transfer, AOC (BR/FA), and functional area designation/redesignation

a. Branch transfer will be initiated by or with the consent of the officer concerned.

(1) The action will be acknowledged by the officer in letter form through channels to The Adjutant General, enclosing evidence of the officer's qualification for the new branch. When branch transfer is requested in connection with reassignment to another unit, a statement of acceptance from the gaining unit will be included or as a direct result of command directed reassignment.

(2) A FRB will be conducted IAW this regulation.

b. Functional area designation/redesignation.

(1) Functional areas can be designated for each basic branch officer between the fourth and seventh year of commissioned service. Medical Service Corps Officers with AOC 67 A-D will have the appropriate initial Medical Functional Area (MFA) designated upon appointment and recorded in SIDPERS at that time.

(2) The officer personnel manager (OPM) will initiate this action IAW DA Pam 611-21.

(3) MFA's will be the primary means of classifying MS officers that have been Branch AOC 67 A-D, and will be listed in SIDPERS with their appropriate 70-73 series MFA AOC vice their Branch AOC.

c. Award of Area of Concentration (AOC),

(1) Each branch, functional area and MFA has associated areas of concentration. The AOC (BR/FA) is shown as a three character alpha-numeric code in authorization documents. All AOCs are described in DA Pam 611-21 and DA Pam 600-3.

(2) A commissioned officer may be assigned to any duty position authorized by the Commissioned Officer Branch/Functional Area Substitution Table (Appendix E), and no branch transfer will be required. However, the Officer Personnel Classification Board (OPCB) will determine duty position qualification. Commissioned officers may be awarded the appropriate BR-AOC or FA-AOC upon meeting position qualifications.

(3) ARNG commissioned officers may hold multiple AOC or specialties but should only be assigned to them for duty if the commissioned officer has maintained current qualifications through military or civilian education or experience.

(4) AMEDD officers may not hold Non-AMEDD AOCs or be assigned to non-AMEDD positions within the State.

d. Initiating changes in branch/functional area(AOC). Normally the functional area designation occurs during the fourth to seventh year of commissioned service. At any time during ARNG service, the officer, the commander, the OPM, or The Adjutant General may determine long term development and utilization of the commissioned officer requires a change in branch, functional area, or AOC (BR/FA). Although the officer's personal desires will be considered, the needs of the ARNG will normally be the determining factor.

6-4. Branch Transfer

a. Branch transfer will be accomplished with the authority of The Adjutant General, based on the recommendation of the State OPM.

- b. Branch transfer will be necessary and should be accomplished only when it is required to comply with assignment criteria and career progression.
- c. Branch transfer will normally occur when--
 - (1) An officer requests branch transfer to achieve greater compatibility with a civilian occupation or changes residence to an area where unit vacancies in the previously held branch are limited.
 - (2) A change in an officer's physical profile restricts performance in the current branch.
 - (3) The State OPM recommends a change to meet State needs and long-range career development of commissioned officers.
 - (4) Unit reorganizations result in an inability of the State OPM to place a commissioned officer in a new duty position for which qualified within a one year period.
 - (5) No other qualified commissioned officer is available for assignment to a position vacancy.
- d. Branch transfer into the AMEDD is not authorized. A change of branch to the AMEDD requires boarding action by the Surgeon General's representative, USARE-C Ft Knox, KY, through NGB-ASM.

6-5. Exemption from Federal Recognition Board (FRB) action. FRB examination is not required for:

- a. Change in initial branch of second lieutenants who have been extended Federal recognition or temporary Federal recognition and who have not yet completed a commissioned officer basic course.
- b. Transfer of a commissioned officer who served on active duty or in an active ARNG status in the same branch and grade, currently being requested.
- c. Any action that is covered by paragraph 6-7, below.

6-6. The Officer Personnel Classification Board (OPCB)

- a. Adjutants General will establish a State OPCB to review changes in AOC (BR/FA) that do not require branch transfer of commissioned officers. The OPCB will also review assignments of commissioned officers to branch substitutable positions in other than their initial or additional AOC in either their branch or functional area and requests for the award of additional AOC (BR/FA) (Appendix E). The OPCB is responsible for recommending to The Adjutant General any educational requirements to be completed by commissioned officers in these categories. The OPCB will not recommend changes that would result in an AOC change within or between special branches.
 - (1) As a minimum, the OPCB will be composed of the OPM and two other officers, one of whom will be senior in grade to any officer being considered.
 - (2) The OPCB will meet as often as required.
- b. If the redesignation in initial specialty does not require branch transfer or FRB review is not required, the OPCB will review the action and stipulate any educational requirements. These redesignations reflect a lesser change in the officer's additional qualification requirements than redesignations requiring branch transfer. See Appendix G to determine which redesignations do not require branch transfer.
- c. When designating AOC (BR/FA) and establishing educational stipulations, civilian experience of each officer must be evaluated by examining both educational background and employment history, as explained in AR 611-1 and NG Pam 600-3.
- d. The OPCB will stipulate additional training requirements and impose a time limitation of 18 months, extendable to 24 months by The Adjutant General.
 - (1) Not all commissioned officers assigned to positions with a given AOC (BR/FA) are required to satisfy identical requirements such as completion of correspondence courses, schools, or independent study.
 - (2) In addition to evaluating each commissioned officer's military education and experience, the OPCB should carefully consider qualifications for accomplishing specific tasks required of the position and not necessarily the full scope of the branch and AOC (BR/FA) as described in DA Pam 611-21. The officer will be expected to become fully qualified in the AOC (BR/FA) through assignment experience, unit training, and requirements which may be directed by the commander. This process may take longer than the formal education requirements imposed by the OPCB.

6-7. Educational stipulations and award of AOC (BR/FA), functional area Designation/Redesignation

a. Educational stipulations may be imposed by either the FRB or OPCB. However, requirements imposed by the FRB and the OPCB should be comparable. Both boards should consult DA Pam 611-21 which contains the qualifications required for commissioned officers to be awarded the various branches, functional areas, and areas of concentration (BR/FA).

b. Upon appeal by the soldier, The Adjutant General may review all educational requirements imposed and request reevaluation by the FRB to ensure consistency and fairness.

c. Officers may not be considered for award of branch, functional area, or AOC (BR/FA) until they have completed education requirements stipulated by the FRB or OPCB, demonstrated appropriate knowledge, and satisfactorily performed required duties. State OPM and commanders will follow State policy regarding procedures.

d. Commissioned officers assigned to a position who are not qualified must qualify for award of the required branch, functional area, MFA or AOC (BR/FA) within 18 months extendable to 24 months by The Adjutant General.

e. Commissioned officers failing to obtain performance qualification in the branch, functional area, MFA or AOC (BR/FA) by the end of the prescribed period must be reassigned to a position for which qualified.

f. Award of branch, functional area, AOC (BR/FA), skill, and language indicator code (LIC) after the requisite testing, will be accomplished by The Adjutant General and will not be delegated below State level.

g. Withdrawal of branch, functional area, AOC (BR/FA), skill, and LIC (if the periodic testing is not completed) may be accomplished on the recommendation of the commander, State OPM, or the request of the officer concerned. Review should be accomplished on a yearly basis to determine whether old or outdated branch, functional areas, AOC (BR/FA), skills, or LIC should be withdrawn. Officers should only retain those branches, functional areas, AOC (BR/FA), skills, or LIC in which currently qualified. When an officer has not been assigned to an appropriate position or received related training (either military or civilian) within five years, consideration should be given to withdrawing the branch, functional area, AOC (BR/FA), skill, or LIC.

6-8. Unit reorganization. The reorganization of ARNG units is governed by NGR 10-1.

a. Commissioned officers whose duty positions are deleted or changed during unit reorganizations may be carried without branch transfer in a duty position corresponding to their grade for up to 12 months. Such assignments are authorized without regard to AOC (BR/FA) qualifications. However, such action should be taken only if there are no other positions in the reorganized unit in which the officer may be properly assigned. Assignment policy for JA, MC, CH, AN officers will be addressed in the annual overstrength policy memorandum.

b. At the end of the 12-month period, officers assigned IAW paragraph 6-8a above, will be processed by an FRB for branch transfer unless the assignment meets the requirements of the substitution table at Appendix E of this regulation. When possible, the officer should initiate action to become qualified in the new branch prior to the reorganization and continue during the 12-month exception period.

c. Reassignment orders will be issued for all Officers and Warrant Officers whose Para/Line number, or Duty Position title changes during a reorganization.

6-9. Area of concentration (AOC- BR/FA) qualifications

a. All officers must be qualified in the duty AOC (BR/FA) to which assigned.

b. Exceptions to the above rule may be made in the following cases:

(1) Branches may be substituted as indicated in Appendix E of this regulation. Substitutions must be reviewed prior to assignment for determination of any educational stipulations. Educational stipulations should be based upon the requirements of the particular assignment, not upon overall AOC (BR/FA) requirements.

(2) Initial AOC changes necessary for long term career development resulting in a change of branch must be reviewed by an FRB prior to the officer's assignment to the position. The FRB will determine educational stipulations.

(3) Authorized substitutions of medical professional officer are indicated in Appendix H.

c. The assignment of commanders, executive officers, and operations officers at battalion and higher level commands requires carefully planned personnel management decision. The qualification of officers selected to fill these positions must be continuously monitored.

(1) Battalion and higher level commanders, executive officers, and operations officers (S3, G3) must be branch and military education qualified IAW DA Pam 600-3 and chapter 8 of this regulation for the branch the authorization document mandates for the position. This policy requires that every reasonable effort be taken to assign officers to these critical positions who have previous assignments and training in the branch and AOC (BR/FA) designated for the position. Except as noted below, no branch substitutions are authorized for the commander, executive officer, and operations officer positions at battalion or brigade level. As an exception, in a brigade of combined infantry and armor battalions, the brigade commander, brigade executive officer, and/or brigade operations officer may be either armor or infantry branch only.

(2) No commander, executive officer, or operations officer position should ever be left vacant. The importance of these positions dictates that they be filled with competent and qualified officers at all times. Should no officer that is branch qualified be available for assignment to one of these positions, The Adjutant General may on a case-by-case basis assign officers that are not branch qualified. The assignment will be for a specific, limited period of time or until a branch qualified officer can be assigned to the position.

(3) No commissioned officer who requires a branch transfer in order to be assigned as a commander, executive officer, or operations officer may be placed in such a position without first completing FRB action.

(4) Adjutants General must establish procedures and controls to ensure that the FRB is conducted prior to assignment and educational stipulations are completed at the specified time.

6-10. Personal appearance before the FRB or OPCB

Personal appearance before the FRB or OPCB will be at the discretion of the board president.

Chapter 7

Duty Details

7-1. General

a. Reference. Chapter 3 AR 614-100 expands or defines duty details.

b. Generally, duty details are a command function; however, their use must meet the prescribed regulations and accepted officer personnel management practices. The authority to detail officers to duty in the categories General Staff with troops, Inspector General, Adjutant, or Aide-de-camp is a function of State Adjutants General and may be further delegated to general officer commands. A duty detail does not affect the branch in which a commissioned officer is assigned or appointed.

7-2. General Staff with Troops

a. Positions for General Staff with troops will be designated in approved modified tables of organization and equipment (MTOE) and in approved tables of distribution and allowances (TDA).

b. Positions that are purely administrative, technical, or instructional or do not involve more than a single branch are not authorized General Staff with troops.

c. Commissioned officers below the grade of captain may be detailed General Staff with troops when officers of the appropriate grade (according to the MTOE or TDA) are not available for assignment.

d. Chaplains will not be detailed to General Staff with troops.

e. Officers of the AMEDD (less MS with medical BR-AOC 67J or MFA 70) will not be detailed without approval of TSG or TJAG. Requests will be submitted through CNGB.

7-3. Inspector General

a. Under authority contained in Title 10, USC, sections 3065(a), commissioned officers will be detailed as inspectors general (IG) to fill IG positions.

b. IG positions will be designated in approved MTOE and TDA.

c. The following commissioned officers will not be detailed as IG unless otherwise indicated:

(1) Chaplains

- (2) AMEDD, except as noted in paragraph 7-2e above.
- (3) Officers detailed as general staff with troops and aides-de-camp.
- d. The minimum standards for detail as an IG are contained in AR 614-100.

7-4. Adjutant appointments

- a. Only officers (CW2 through MG) currently holding a commission will be appointed as an adjutant, assistant adjutant, or acting assistant adjutant.
- b. Appointment to any of the positions listed above is not appropriate solely to delegate signature authority. Several duties, which are authorized by the above titles, may only be performed by officers currently holding a commission. Commanders may delegate signature authority to any of their subordinates in accordance with AR 25-50.
- c. The following commissioned officers will not be detailed as an adjutant unless otherwise indicated:
 - (1) Chaplains
 - (2) AMEDD, except as noted in paragraph 7-2e above.
 - (3) Officers detailed as inspector general.

7-5. Aide-de-camp appointments

- (a) Each general officer occupying a position in an approved MTOE may be assigned an aide-de-camp, when authorized.
- (b) Each general officer occupying the position of adjutant general or occupying a command position in an approved TDA may be assigned an aide-de-camp, when authorized.
- (c) The following commissioned officers will not be detailed as an aide-de-camp unless otherwise indicated:
 - (1) Chaplains
 - (2) AMEDD, except as noted in paragraph 7-2e above.
 - (3) Officers detailed as inspectors general.

7-6. Detail appointment notification

Detail of officers to any of the above listed duty details will be accomplished by command letter or memorandum. Relief from assignment to the unit or from the authorized position requires simultaneous relief from detail. The Officer Personnel Classification Board (OPCB) may consider any qualifications gained by any officers detailed to a position when being considered for award of a BR-AOC or FA-AOC I based upon duty detail performance. Appropriate entries on personnel qualification record are authorized.

Chapter 8

Promotion for Other Than General Officers

General

8-1. Responsibility

The promotion of officers in the ARNG is a function of the State. As in original appointments, a commissioned officer promoted by State authorities has a State status in the higher grade under which to function. However, to be extended Federal recognition in the higher grade, the officer must have satisfied the requirements prescribed herein.

8-2. Effective date of promotion, date of rank, and extension of Federal recognition

- a. The effective date of promotion for an ARNG commissioned officer who is promoted in the State is the date the Chief, National Guard Bureau extends Federal recognition, unless otherwise provided by law. An officer's date of rank as a reserve of the Army will be determined by his or her duty status, type of selection board which selected the officer, and delay status (if applicable), and will be as defined below, unless otherwise provided by law.
 - (1) The date of rank as a reserve of the Army for an ARNG commissioned officer, who is promoted as a result of Federal recognition board selection, is the date Federal recognition is extended in the higher grade (10 USC 14308(f)).

(2) The date of rank as a reserve of the Army for an ARNG traditional (M-Day) commissioned officer, who is promoted as a result of selection by a mandatory selection board, is the date the Chief, National Guard Bureau extends Federal recognition.

(3) The date of rank for an AGR commissioned officer, who is promoted as a result of selection by a mandatory selection board, is the date the Chief, National Guard Bureau extends Federal recognition, unless the officer was delayed solely due to the strength in grade (controlled grade) limitations of 10 USC 12011.

(4) When the promotion of an AGR commissioned officer is delayed solely due to the strength in grade (controlled grade) limitations of 10 USC 12011 the date of rank will be the date on which the officer would have been promoted to or recognized in the higher grade had such limitations not existed.

(14311(e)(3))

b. The date of rank and effective date of promotion of an ARNG commissioned officer who was selected by a special selection board shall be the same date(s) the officer would have had if the officer had been recommended for promotion by the selection board which should have considered, or which did consider the officer (10 USC 14502(e)(2)).

c. The Chief, National Guard Bureau will extend Federal recognition in the higher grade to an ARNG commissioned officer using NGB Form 0122 series orders (Federal recognition orders). Federal recognition in the higher grade may not be extended to a Title 10 AGR commissioned officer prior to the date the President approves the promotion nomination in the Reserve of the Army.

d. Federal recognition orders erroneously promoting an officer because he or she was not eligible for promotion on the date of extension of Federal recognition will be revoked.

e. Federal recognition orders promoting an officer will be revoked if the Federal recognition board and/or related proceedings are found to be legally objectionable by The Judge Advocate General, Army.

8-3. Promotion as a Reserve commissioned officer of the Army

A commissioned officer that has been promoted by the State and extended Federal recognition in the higher grade will be promoted to the higher grade in the Reserve of the Army with assignment to the ARNGUS. Promotion in the Reserve of the Army will be announced by memorandum published by the Chief, National Guard Bureau.

8-4. Computation of time in grade

a. An ARNG officer's years of service in grade (time in grade) for purposes of promotion and Federal recognition will be computed IAW 10 USC 14006. Such service is generally computed by adding all service that the officer has or is credited by the Secretary of the Army with having, in grade in the Army, on the Reserve active status list or on the active duty list of the Army, or at the discretion of the Secretary of the Army, any other armed force, while in an active status or as a regular officer on the active duty list of that service.

b. No service may be counted more than once.

c. For a State adjutant general or assistant adjutant general, not federally recognized as a general officer, service in any armed force while in an active status or on the active duty list in their current grade may be counted as time in grade.

8-5. Wearing of insignia

Wearing of insignia of the higher grade is not authorized until the Chief, National Guard Bureau has extended Federal recognition in the higher grade. All insignia of grade and branch will be worn as prescribed in AR 670-1.

8-6. Promotion criteria

a. The officer must be on the Reserve active status list (RASL) (10 USC 14004). The RASL is a single list of commissioned officers who are actively participating members of the Army National Guard and the Army Reserve, including those officers in the IRR. The RASL ranks officers within each grade and competitive category.

b. Promotion criteria will be based on efficiency, time in grade, demonstrated command and staff ability, military and civilian education, and potential for service in the next higher grade. Promotion will not be used solely as a reward for past performance. Neither a soldier's marital status nor the

employment, educational pursuits, nor the volunteer service activities of his or her spouse may be considered when determining whether to recommend a soldier for Federal recognition.

c. Except as provided in this chapter, promotion will be accomplished only when the officer is assigned to an appropriate MTOE or TDA vacancy in the higher grade in the unit. The officer must remain in the same vacancy in which he or she has been recommended for promotion until Federal recognition orders are published. Reassignment to any other vacancy prior to extension of Federal recognition will nullify the promotion.

d. An AGR controlled grade authorization (10 USC 12011) must be available prior to promotion of an AGR officer to any grade above captain.

e. Promotions will support equal opportunity and will be made without regard to race, color, religion, sex, or national origin.

f. All officers recommended for promotion must be fully qualified under the terms of this regulation.

g. When an officer is being considered for promotion to a grade above first lieutenant in a Contingency Force Package unit or a divisional or separate brigade unit, the recommended promotion will be reviewed by the commander of the active duty unit associated with the unit or the Senior Regular Army Advisor for a recommendation of concurrence or nonconcurrence (sec 1113, Title XI). The FRB will consider the recommendation but is not bound by the concurrence or nonconcurrence in determining whether or not to promote the officer.

h. Chaplains must submit a new DD Form 2088, Certificate of Ecclesiastical Endorsement, before being considered for promotion to major, lieutenant colonel, or colonel. If the chaplain is not selected the first time he or she is considered, a new endorsement is not required for subsequent promotion boards for consideration for the next higher grade. If the new endorsement is not received at the time the board convenes the chaplain's recommendation/promotion file will not be reviewed by that board and the chaplain will be considered for discharge IAW NGR 635-100 and AR 135-175 (paragraph 7-4, DA Pam 165-17).

i. A favorable personnel security clearance screening is required IAW AR 380-67.

8-7. Eligibility for promotion

a. To be considered for Federal recognition and subsequent Reserve of the Army promotion following State promotion to fill a vacancy, an ARNG commissioned officer must--

(1) Be in and remain in an active status until Federal recognition in the higher grade is extended. An officer who separates or otherwise vacates his or her State appointment prior to extension of Federal recognition is ineligible for promotion;

(2) Be medically fit in accordance with AR 40-501 and meet the height and weight standards prescribed in AR 600-9;

(3) Have completed the minimum years of time in grade indicated in paragraph 8-8 below prior to being considered by a Federal recognition board;

(4) Have completed the minimum military education requirements prescribed in paragraph 8-9, below;

(5) Have completed the minimum civilian education requirements prescribed in chapter 9; and

(6) Have passed an APFT within the time frame prescribed in AR 350-41. An officer who has failed the APFT or failed to take the APFT should be flagged in accordance with AR 600-8-2 and is not eligible for Federal recognition.

b. An ARNG commissioned officer who has been in the ING or in an inactive status or a Reserve commissioned officer in the USAR who has been in an inactive status will not be considered for Federal recognition to the next higher grade until at least one year after the date of return to an active status. The officer must have continuously performed service on either the RASL or the active duty list (or a combination of both lists) since returning from an inactive status.

c. An officer is ineligible for consideration for promotion by a Federal recognition board after the first mandatory selection board has convened for which he or she is in the zone, except as provided in paragraph 8-11c.

d. An officer in the grade of first lieutenant through lieutenant colonel who was nonselected by a mandatory selection board will not be considered for promotion unless selected by a subsequent mandatory selection board.

e. An officer erroneously omitted from consideration by a mandatory selection board and is not promotable and is ineligible for consideration by a Federal recognition board (see paragraph 8-14b) may request consideration by a special selection board.

f. An officer retained beyond his or her mandatory removal date (MRD) and who is otherwise qualified for promotion to the next higher grade will not be promoted without prior approval of the Secretary of the Army or his designee (This provision does not apply to MC, DC, VC, AN, CH, and SS officers (lieutenant colonel and below)). Action to promote officers in this category must be taken within two years of their original MRD. If the officer was not selected for promotion by the last mandatory selection board that considered the officer, he or she is ineligible for promotion and the recommendation will not be forwarded.

g. Promotion is prohibited for officers who have been flagged under the provisions of AR 600-8-2.

8-8. Minimum years of time in grade

a. A commissioned officer must complete the following minimum time in grade in years prior to being considered for promotion and Federal recognition in the higher grade:

Minimum time in grade in years --

2LT to 1LT	2
1LT to CPT	2
CPT to MAJ	4
MAJ to LTC	4
LTC to COL	3

b. As an exception, a second lieutenant will be considered for promotion prior to reaching two years of commissioned service and will be extended Federal recognition in the grade of first lieutenant on the date he or she completes two years of time in grade provided they are fully qualified and recommended for promotion. Before a second lieutenant is recommended for promotion, a careful evaluation must be made of the service as a commissioned officer to determine if continued service is warranted. Particular attention should be given to any possible grounds for elimination such as a demonstrated substandard performance, inaptitude, unfitness, and unsuitability. A second lieutenant found not qualified for promotion at two years of commissioned service must be retained for at least six months from the date he or she should have been promoted if found qualified. However, during this six month period, the State Adjutant General concerned may request, in writing, that the Chief, National Guard Bureau, retain the officer for up to an additional twelve months. Requests for retention will be forwarded to Chief, National Guard Bureau, NGB-ARH-S, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231. Should the officer become qualified at any time during the period of retention, the officer can be promoted to first lieutenant. If still not qualified for promotion, the officer must be separated no later than 18 months from the date the officer was first found not qualified. The officer shall either be discharged from his/her reserve appointment or transferred to the USAR (IRR) to complete any remaining military service obligation (MSO) (10 USC 651).

c. An ROTC graduate who accepted appointment in May or June of any year will have his or her date of rank computed from the date of graduation of the cadets of the United States Military Academy (USMA) in that year for promotion to first lieutenant (Title 10, USC, section 2106).

8-9. Military education requirements

a. The minimum military education requirements for promotion are as follows:

For promotion to:	Military Education Requirement:
1LT and CPT	Any officer basic course (OBC) or equivalent Group III course listed in Appendix D of this regulation.

MAJ	Completion of Captains Career Course or any officer advanced course (i.e., AC or RC OAC) or equivalent Group II course listed in Appendix D of this regulation.
LTC	Completion of Intermediate Level Education (ILE) completion of the Logistics Executive Development Course (LDEC) or the Associate Logistics Executive Development Course (ALEDC); or equivalent Group I course listed in Appendix D of this regulation.
COL	Completion of ILE or equivalent Group I course listed in Appendix D of this regulation.

b. Basic branch commissioned officers and AMEDD officers in AOC 67J or MFA 70 must attend an OBC in residence within 12 months of appointment in the ARNG. State Adjutants General may waive this requirement for an additional six months if an officer cannot obtain an OBC seat within the 12 month period. Under exceptional circumstances State Adjutants General may request an exception to policy from the Chief, National Guard Bureau for an officer who has not completed OBC within the above time frames. Requests will be forwarded to Chief, National Guard Bureau, NGB-ARH-S, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231. Exceptions to this policy are Early Commissioning Program (ECP) lieutenants as outlined in paragraph 8-9d, below and chapter 12 of this regulation.

c. All AMEDD officers (except for AOC 67J or MFA 70) including medical students will attend an appropriate AMEDD OBC within 24 months of appointment. JAGC officers must complete the military education requirements of AR 27-1 and AR 135-155. Chaplain OBC requirements are in DA Pam 165-17. Resident officer basic course schooling for special branch officers (less AOC 67J or MFA 70) may be in lieu of annual training (AT).

d. Early commissionees will attend an OBC, scheduled by AR-PERSCOM, upon selection and transfer to Reserve Forces Duty (RFD) status or if selected for active duty, ECPs will be scheduled for OBC on orders by PERSCOM. Early commissionees with a year or less remaining until graduation will be scheduled for an OBC upon graduation, unless they volunteer to attend OBC when appointed.

e. An officer delayed to obtain a graduate degree and assigned to the USAR Control Group (OADO) or under administrative control of the USAR Control Group (OADO) with concurrent assignment to an ARNG unit, will be determined educationally qualified for promotion to first lieutenant or captain during the period of this assignment.

f. A lieutenant colonel or promotable major must have completed ILE to be assigned to battalion or higher command position or as brigade executive officer or S-3. Additionally, lieutenant colonels with three (3) years time in grade must have completed ILE to qualify for assignment to and promotion in any principal staff position at brigade or higher level commands.

g. The military education requirements for promotion for AGR officers and military technicians are specified in paragraph 8-9a above.

h. The following alternate requirements or exceptions are authorized:

(1) Upon request, equivalent credit for ILE may be awarded on an individual basis by HQDA by virtue of successful completion of an equivalent resident or higher level resident course conducted by another school of the U.S. or foreign military service. Equivalent credit, if awarded, will be for promotion purposes only. Submit requests for equivalent credit to Chief, National Guard Bureau, NGB-ARH-S, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231.

(2) Officers who completed the CAS3 resident course prior to 1 November 1984 or CAS/RC CAS3 after 1 November 1984 but prior to 1 September 1989 are considered to have met the educational requirement for promotion to lieutenant colonel.

(3) Commissioned officers assigned to Selective Service Sections must meet the military education requirements for promotion prescribed in NGR 600-102 and AR 135-155.

(4) Other exceptions for chaplains and chaplain candidates (Staff Specialists) are contained in AR 165-1 and DA Pam 165-17.

(5) Mandatory military education requirements for promotion (except for OBC as specified in paragraph 8-9c above) are waived for MC, DE, AN, SP, VC, and MS officers with AOC 67E, 67F, 67G, or MFA 71, 72, 73. MS officers participating in the Army Medical Student Commissioning Program are also exempt from mandatory military education requirements (except OBC) to qualify for promotion.

(6) 65Ds that were formerly 600A Inter Service Physician Assistant Program graduates completed WOBC as part of their course and are considered OBC qualified per DA memoranda on the subject.

(7) AMEDD officers that have served previously as Non-Commissioned Officers may be awarded constructive credit for OBC. Requests for consideration should be forwarded to the senior ARNG advisor to the AMEDD Center and School, Ft. Sam Houston, TX.

(8) MC officers participating in the STRAP program are authorized to defer OBC requirement until 3 years after their stipend phase is complete. These personnel are not a qualified for promotion until they complete OBC. Selection for promotion by a DA board may occur, however they will require a delay until OBC is complete.

i. 70 series MS officers may be assigned to any grade appropriate 70 series position. However, in order to be promoted in that position they must qualify for the AOC of that position.

j. 70B captains who are not educationally qualified to hold any other 70 series AOC must complete CAS3 prior to promotion to Major. 70H is the only AOC that requires CAS3 for award. 70B is limited to company grade officers IAW DA Pam 611-21.

8-10. Civilian education requirements

Civilian education requirements are in chapter 9.

8-11. Federal recognition board (FRB) procedures

a. A FRB will review the records of an eligible commissioned officer recommended for promotion. A commissioned officer under consideration will not be required to personally appear before the board unless so desired by the president of the FRB. The FRB will consider documentary evidence submitted by the officer's commander together with appropriate official files, including medical records, officer evaluation reports, training certificates and academic reports, evidence of civilian education, and other pertinent documents that cite the officer's manner of performance. Such records will be made available by the State Adjutant General.

b. FRBs will review each recommendation under guidance provided by the Secretary of the Army regarding standards for promotion of ARNG commissioned officers as Reserve commissioned officers of the Army.

c. A FRB is not required if a mandatory selection board has selected the officer and the vacancy promotion is in the same competitive category. Before an officer may be promoted in a branch other than the branch he or she held (but within the same competitive category) when selected by the board, they must have Federal recognition extended in the new branch. This provision to promote an officer without a FRB does not apply to an officer who accepts an original appointment in a new branch (other than branch transfer, i.e., basic branch to special branch or vice versa) before being promoted.

8-12. Required documents

The following records and allied documents will be forwarded to the Chief, National Guard Bureau, NGB-ARP-C, 111 South George Mason Drive, Arlington, VA 22204-1382, in the case of commissioned officers promoted to fill vacancies:

- a. Memorandum of recommendation from the applicant's immediate commander, properly endorsed by all commanders concerned and by the State Adjutant General. Format of memorandum and endorsements are contained in appendix C of this regulation.
- b. Copy of document appointing the FRB.
- c. NGB Form 89, Record of Proceedings of Examining Board, including required certifications and endorsement from the Senior Regular Army Advisor.
- d. Copy of State promotion order.
- e. Evidence of completion of required military education.
- f. Evidence of completion of required civilian education.
- g. Copy of current medical examination and Annual Medical Certificate IAW Chapter 9, NGR 40-501.
- h. DA Form 705, APFT score card, including DA Form 3349, when applicable.
- i. Any other pertinent documents.
- j. AMEDD specific requirements:

(1) AN officers must have BSN degree (or higher) to be promoted to major if appointed after 1 October 1986.

(2) Officers must be assigned to a valid vacancy, with no other officer assigned to that position and must be assigned to a position requiring the specialty held by the officer or be an authorized substitution. MS officers' (67A-67D AOC only) primary specialty will be shown in SIDPERS by their MFA AOC (70-73 series), not branch AOC (67 A-D series).

(3) AN, MC, DE, SP and VC officers will have a confirmation memorandum verifying that the officer is credentialed in CCQAS at Ft. Sam Houston, not state level (fax acceptable). Any MILPO personnel may accomplish the confirmation memo. (For AN officers, this means those AN officers that have always had this requirement. 66F and 66H8E only). Alternate requirement – provide copies of current state license(s) and any national certifications.

(4) 70B MS officers promoted to major must have achieved a new MFA (either by virtue of a military education course (70K, 70E), or by award of 70H by NGB-ARS IAW requirements of DA Pam 611-21). 70B MFA is for company grade officers only.

(5) MC officers will have their primary AOC shown in SIDPERS IAW the medical specialty training they received, not the AOC of the position.

8-13. Certificate of eligibility for promotion

a. A qualified commissioned officer for which there is no vacancy may appear before a FRB to determine his or her eligibility for future promotion. Certificates will be issued only for promotion to the grade of colonel.

b. A request for a certificate of eligibility for promotion, with all documents listed in appendix B, will be forwarded to Chief, National Guard Bureau, NGB-ARP-C, 111 South George Mason Drive, Arlington, VA 22204-1382.

c. A commissioned officer possessing a certificate of eligibility for promotion to a higher grade will be subject to mandatory selection board consideration if he or she is within the announced zone of consideration.

d. A certificate of eligibility is effective for two years from date of issue unless otherwise prohibited. The officer must remain otherwise qualified. The certificate of eligibility becomes invalid when:

- (1) The officer reaches mandatory removal date unless administratively retained.
- (2) The date the mandatory selection board convenes for which the officer is in the zone of consideration.

8-14. Consideration for promotion by a mandatory selection board

a. A commissioned officer will be considered for promotion by a Department of the Army (DA) mandatory selection board, in his or her competitive category as a Reserve commissioned officer of the Army, when the officer meets minimum time in grade requirements prescribed for the zone of consideration. Consideration for promotion by a DA mandatory selection board will occur during the year prior to the year the officer reaches maximum time in grade. The provisions of AR 135-155 will apply.

b. An officer identified as erroneously omitted by a mandatory selection board or whose record contained a material error when reviewed by the mandatory selection board will be immediately submitted by the State Adjutant General or the Chief, National Guard Bureau for consideration for promotion by a special selection board. Requests for special selection board consideration will be

forwarded through the Chief, National Guard Bureau, NGB-ARP-DA, 111 South George Mason Drive, Arlington, VA 22204-1382, to the Chief, Office of Promotions (RC), TAPC-MSL-NS, 9700 Page Avenue, St. Louis, MO 63132-5200.

8-15. Time in grade for mandatory consideration for promotion

Maximum time in grade in years for mandatory promotion consideration is:

Maximum time in grade in years --

1LT to CPT	5
CPT to MAJ	7
MAJ to LTC	7
LTC to COL	5*

* Announced annually. Normal time in grade is five years, subject to the needs of the Army.

8-16. Federal recognition after selection for promotion as a Reserve of the Army

a. An ARNG commissioned officer selected for promotion as a Reserve commissioned officer of the Army resulting from mandatory consideration may be extended Federal recognition in the higher grade, provided:

(1) The officer meets the promotion criteria of paragraph 8-6; and

(2) The provisions for promotion to fill a vacancy as prescribed in paragraphs 8-7 through 8-11 and 8-16c below.

b. An officer may be promoted and extended Federal recognition in the higher grade prior to reaching the date of maximum time in grade provided they are otherwise qualified.

c. The following exceptions for vacancy requirements are authorized:

(1) MC, DE, VC, SP, CH, and JA officers who have been selected for promotion by a mandatory selection board may be promoted over-grade (extended Federal recognition in the higher grade), provided promotion is to the grade of lieutenant colonel or below, and it is not more than one grade higher than that specified for the position in the MTOE or TDA. These officers may be extended Federal recognition in the higher grade on or after the date of eligibility for promotion. MC and DE officers may be promoted in any AOC appropriate position, regardless of the grade of the position if selected by a DA mandatory board. AN and 70 series MS officers (to include 67J) may be promoted one grade over the grade of the position (from 2LT to 1LT or 1LT to CPT only) on maximum time in grade.

(2) Professional commissioned officers (AMEDD clinicians, chaplains, chaplain candidates, and the Judge Advocate General's Corps) assigned to temporary additional TDA positions may only be promoted with concurrence from the Chief, National Guard Bureau. Requests for promotion will be forwarded to Chief, National Guard Bureau, NGB-ARRH-S, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231.

(3) Policy for promotion of officers assigned in an overstrength status will be published annually by the Office of Personnel Policy, Programs and Manpower (NGB-ARRH), National Guard Bureau.

(4) AMEDD specific requirements:

(a) AN officers must have BSN degree (or higher) to be promoted to major if appointed after 1 October 1986.

(b) Officers must be assigned to a valid vacancy, with no other officer assigned to that position and must be assigned to a position requiring the specialty held by the officer or be an authorized substitution. MS officers' (67A-67D AOC only) primary specialty will be shown in SIDPERS by their MFA AOC (70-73 Series), not branch AOC (67 A-D series)

(c) AN, MC, DE, SP and VC officers will have a confirmation memorandum verifying that the officer is credentialed in CCQAS at Ft. Sam Houston, not state level. (FAX is acceptable). Any MILPO personnel may accomplish the confirmation memo. (For AN officers, this means those AN officers that have always had this requirement. 66F and 66H only). Alternate requirement – provide copies of current state license(s) and any national certifications.

(d) 70B MS officers will have their primary AOC shown in SIDPERS IAW the medical specialty training they received, not the AOC of the position.

d. Upon notification from the Commanding General, AR-PERSCOM, that an officer has been selected for promotion, and he or she is being promoted in the State, the following records will be

forwarded to Chief, National Guard Bureau, NGB-ARP-C, 111 South George Mason Drive, Arlington, VA 22204-1382:

- (1) Copy of AR-PERSCOM memorandum announcing promotion selection.
- (2) Copy of State promotion order.
- (3) Evidence of completion of required civilian education.
- (4) Copy of current medical examination and Annual Medical Certificate IAW Chapter 9, NGR 40-501.

8-17. Delay of promotion as a Reserve of the Army

a. The TAG or his/her designated representative is the approval authority for delay of promotion for officers in the grade of major and below. The Chief, National Guard Bureau is the approval authority for delay of promotion for officers in the grade of lieutenant colonel. The Chief, Personnel Division will act as the agent for the Chief, National Guard Bureau in processing all requests for delays and the approval or disapproval of delays for officers in the grade of lieutenant colonel (except as specified in paragraph 8-17e below). States will immediately forward all requests for delay and declination, with approval correspondence as appropriate, to Chief, National Guard Bureau, NGB-ARP-DA, 111 South George Mason Drive, Arlington, VA 22204-1382.

b. An officer below the grade of lieutenant colonel who has been selected to the next higher grade by a mandatory selection board may request to voluntarily delay accepting the promotion only one time. The one-time delay period may be granted by the TAG or his/her designated representative in any increment up to a maximum of three years from the approval date of the board or the date of eligibility for promotion, whichever is later. If the delay is approved, the officer will remain on the promotion list until the promotion is accepted, declined or the officer is separated, but no longer than three years from the authorized start date of delay. At the end of the approved delay period, if not yet promoted, the officer must either accept promotion, transfer to the USAR (IRR) and be promoted, or decline the promotion. An officer who elects transfer to the USAR to accept promotion may be separated from the ARNG at any time but not later than the day after the expiration date of the delay. If the officer declines the promotion, he or she will be removed from the promotion list and considered to have failed of selection for promotion, thus becoming a first time nonselect. The officer will be considered again for promotion by the next mandatory selection board for his or her grade.

c. An officer below the grade of lieutenant colonel who declines a promotion will be considered again for promotion by the next mandatory selection board for his or her grade. If selected, the officer can again request a delay. However, the period of delay will be for no longer than one year from the adjournment date of the board. The same options are available to the officer during and at the end of the delay period as described in paragraph 8-17b above. Should the officer again decline the promotion, he or she will be removed from the promotion list, considered to have failed of selection the second time and will be removed from an active status, unless subsequently placed on a promotion list, selected for continuation, or retained under any other provision of law.

d. An officer (other than AGR) in the grade of lieutenant colonel not specifically projected to be promoted by the State Adjutant General may request delay from the date of Senate confirmation of the mandatory selection board which selected him or her only until the day preceding the next years mandatory selection board. At that time, if not promoted in the State, the officer must transfer to the USAR (IRR) and accept promotion, or decline promotion and be removed from the promotion list and considered by the next mandatory selection board, if eligible.

e. An officer (other than AGR) in the grade of lieutenant colonel whom the State Adjutant General specifically projects to be promoted may request delay for one year from the date of Senate confirmation of the mandatory selection board which selected him or her. Policy guidance for submission of requests will be published annually by the Office of Personnel Policy, Programs and Manpower, National Guard Bureau. Requests for delays under this paragraph will be forward to Chief, National Guard Bureau, NGB-ARH-S, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231.

f. An officer who requests delay of promotion and is denied by the approval authority must either accept promotion or be removed from the promotion list and considered to have failed of selection.

g. An officer who has been selected for promotion by a mandatory selection board who fails to make an election to be promoted, delay, or decline a promotion on or before the end of the maximum allowable delay period will be transferred to the IRR.

h. The Secretary of the Army may extend the delay period for a commissioned officer of the Alaska Scout Battalion. Requests for extension will be forwarded to Chief, National Guard Bureau, NGB-ARP-DA, 111 South George Mason Drive, Arlington, VA 22204-1382.

i. An officer serving under a delay or declination of promotion is ineligible for transfer to the ING. (Para 4-3, NGR 614-1.)

j. An officer who elects transfer to the USAR (IRR) for purposes of promotion should notify the PERSCOM Office of Promotions, Reserve Components, by memorandum to facilitate the action. The promotion will be processed in accordance with AR 135-155 after the officer has been accessed into the USAR. Requests should be forwarded to U.S. Army PERSCOM, TAPC-MSL-NP, 9700 Page Avenue, St. Louis, MO 63132-5200.

8-18. Delay of Promotion for AGR Officers

a. An officer serving on an AGR tour, Title 10 or Title 32, who is selected for promotion by a mandatory selection board but cannot be promoted because of strength in grade limitations or because he or she is not in a position requiring the higher grade is not required to decline promotion. The promotion of an AGR officer is delayed and he or she will remain on the promotion list until--

(1) Removed from the promotion list IAW AR 135-155, chapter 3.

(2) Promoted to the higher grade following grade authorization availability or reassignment to an AGR position calling for the higher grade.

(3) Promoted to the higher grade following release from the AGR program.

b. An officer in a delay status who is released from the AGR program and remains in an ARNG unit will be subject to the provisions of paragraph 8-17 above, as appropriate. Approved delays, after release, will be from the date that would have otherwise been the officer's delay period start date had he or she not been in the AGR program.

c. Upon notification that an AGR officer has been selected for promotion, the State Adjutant General will notify Chief, National Guard Bureau, NGB-ARP-DA, 111 South George Mason Drive, Arlington, VA 22204-1382, of any AGR officers that will have their promotion delayed under this paragraph.

8-19. Promotion of ARNGUS officers entering active duty and posthumous promotion

a. Promotion of an ARNG officer entering active duty on the active duty list during promotion consideration by a mandatory selection board and posthumous promotions of officers recommended for promotion by a mandatory selection board will be accomplished IAW AR 135-155, chapter 4.

b. Unless placed on the active duty list, ARNG officers ordered to active duty under a PRC or partial mobilization will remain under the provisions of this chapter and processed for promotion as follows: An officer ordered to active duty in a vacancy requiring a higher grade may be promoted if selected by a Federal recognition board or mandatory selection board at any time before or after being ordered to active duty.

8-20. Promotion of ARNG officers serving on Title 10 AGR Tours

This section provides the procedures for promotion and continuation on active duty of ARNG commissioned officers serving on Title 10 AGR tours.

8-21. Procedures

a. Upon selection for assignment to a position requiring a higher grade, and notification by the ARNG Staff Management Office (NGB-ARZ-T), the officer will forward a promotion recommendation packet through NGB-ARZ-T to the State for promotion to the next higher grade not earlier than a specific date. The promotion recommendation packet will consist of documents outlined in paragraph 8-12 or 8-16, as appropriate. If the officer is promoted in the State, the State Adjutant General will issue orders promoting him or her citing this regulation. A copy of the State order will be forwarded immediately to the Chief, National Guard Bureau, NGB-ARZ-T, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231. The promotion recommendation packet including the State order will be forwarded simultaneously to Chief, National Guard Bureau, NGB-ARP-C, 111 South George Mason Drive, Arlington, VA 22204-1382, for extension of Federal recognition in the higher grade.

b. A FRB is required unless paragraph 8-11c above applies.

c. States are only authorized to promote Title 10 AGR officers and continue them on active duty when the following conditions have been met:

(1) The officer is eligible and qualified for promotion in accordance with all other provisions of this regulation as applicable.

(2) The officer is serving in a higher grade MTOE/TDA position and the ARNG Staff Management Office has authorized an appropriate grade to be transferred to the respective State upon promotion.

d. If the State does not desire to promote the officer, the ARNG Staff Management Office, National Guard Bureau, will be notified and the promotion procedure will be terminated.

8-22. Promotable Status

An officer promoted by the State is not authorized to use the (P) (to designate serving in a promotable status) after his or her rank in a signature block. When the Chief, National Guard Bureau Federally recognizes the State promotion, the officer is authorized to wear the rank.

Chapter 9

Civilian Education

9-1. General

a. As a reflection of The Army, the demand for more highly educated officers within the ARNG has escalated sharply in recent years, and promises to continue to do so.

b. A non-accredited institution may be a qualifying educational institution provided that, as of the year of the applicant's graduation, it meets these requirements (10 USC, sec 12205(c));

(1) at least three accredited institutions that maintain ROTC programs grant equivalent baccalaureate degree credit for completion of courses of the unaccredited institution;

(2) the institution sought and was granted Secretary of Defense approval as a qualifying educational institution and has been recognized by Secretary of the Army;

(3) in case of appointment to the grade of captain, the appointee was a graduate of that institution no more than three years before the date on which the person is to be appointed.

c. Educational Assistance. The prerequisites and criteria for use of the Montgomery GI Bill are prescribed in AR 135-7.

d. The Education Services Officer (ESO), or designated MILPO representative, will verify accreditation of colleges and universities.

e. Waivers are not authorized for civilian educational requirements.

9-2. Civilian educational goals.

Officers who have obtained a baccalaureate degree are encouraged to pursue a graduate program or specialized education related to one of their military specialties.

9-3. Civilian education documentation (fig 3-4)

a. College semester hours/degree may be earned by any method, but must be documented on an original/official ("raised seal") transcript issued from an accredited college or university meeting the standards of AR 600-8-104.

b. Original/official ("raised seal") transcripts will be issued from the college/university and forwarded directly to The Adjutant's General office, Officer Personnel Manager (OPM).

c. Original/official ("raised seal") transcripts need not be included in appointment/promotion packets. However, the State MILPO will certify photo static copies of transcripts, as indicated in figure 3-4 of this regulation, for inclusion in appointment/promotion packets.

d. Transcripts marked: "Student Copy," "issued to Student," or words to that effect are unacceptable and will not be accepted by CNGB in appointment or promotion actions.

9-4. Civilian education requirements for State OCS

a. Applicants for State OCS must have completed 60 college semester hours from an accredited or qualifying educational institution, and must have completed 90 college semester hours prior to appointment. Those attending an accelerated OCS program must have 90 college semester prior to attending.

b. Have demonstrated understanding and proficiency in the English language.

c. Have acquired 90 college semester hours from an accredited institution with the intent of obtaining a baccalaureate degree from an accredited college or university for appointment.

(1) Appointments under this educational criterion are limited to the basic branches.

(2) State OCS candidates failing to meet the minimum number of college semester hours (90) required for appointment may continue their OCS training. However, upon graduation, these candidates are not permitted or authorized to be appointed, nor do they qualify for a certificate of eligibility upon satisfactory completion of OCS training. An OCS candidate failing to meet the civilian education requirement for appointment will be eligible to seek appointment within two years of completing OCS, provided he or she has earned credit for the appropriate amount of college semester hours. Waivers beyond this two-year period are not authorized.

9-5. Civilian education requirements for direct appointment applicants

a. Applicants for direct appointment in the basic branches must have a baccalaureate degree from an accredited institution.

b. Applicants for direct appointment in all of the special branches must meet the educational requirements IAW AR 27-1, AR 165-1, AR 135-100, and AR 135-101, as appropriate.

9-6. Civilian Education Requirements for Promotion of Basic Branch Officers.

a. No officer may be promoted to or Federally recognized in a grade above first lieutenant unless that officer has been awarded a baccalaureate degree from an accredited or qualifying educational institution recognized by the Secretary of the Army or, within the 3 years preceding promotion, the officer has earned a baccalaureate degree from an unaccredited educational institution that has been recognized by the Department of Defense for the purpose of meeting officer educational requirements.

b. The statutory requirement, 10 USC 12205, and the regulatory requirement, AR 135-155 paragraph 2-9, for commissioned officers to possess a baccalaureate degree for promotion to the next higher grade have "grandfather clauses" for officers promoted to captain before 1 October 1995 and officers appointed prior to 1 October 1987. Officers grandfathered from the statutory requirements still must meet the requirements of this regulation as applicable.

9-7. Civilian Education for Promotion of Special Branch Officers.

a. AN officers appointed or with an adjusted date of commission as an Army Nurse after 1 October 1986 must have completed a BN or MSN degree in order to be promoted to major.

b. There are no additional education requirements beyond those for appointment for branches other than AN.

Chapter 10

Federal Recognition Boards for Other Than General Officers

10-1. General

Commissioned officers of the ARNG are appointed and promoted by the States under Article 1, Section 8 of the U.S. Constitution. In order for an officer to be concurrently appointed, promoted, or receive a branch transfer as a Reserve commissioned officer of the Army, the State action must be federally recognized. Federal recognition action is the acknowledgment by the Federal government that an officer appointed, promoted, or transferred to an authorized grade and position vacancy in the ARNG meets the prescribed laws and regulations. This chapter outlines the personnel actions requiring examination for Federal recognition and for the conduct of an FRB.

10-2. Authority

Under Title 32, USC, section 307, a board of officers will be convened to determine whether applicants for Federal recognition meet the medical, moral, and professional qualifications to perform the duties of the grade and position for which examined. A commissioned officer who is federally recognized is tendered an appointment as a Reserve commissioned officer of the Army with assignment to the ARNGUS (Title 10, USC, section 3351).

10-3. Appointment

FRBs are appointed by the numbered Continental US Army (CONUSA) commanders having jurisdiction. Appointments are made for the Secretary of the Army. This authority may be further delegated. The Senior Regular Army Adviser (SRAA) is the delegated authority to appoint FRBs and sign the appointment order for the CONUSA Commander.

10-4. Composition

FRBs shall consist of a total of three commissioned officers of the Active Army and the ARNG. In the selection of officers from the ARNG, State Adjutants General may be requested to nominate officers for membership.

a. All officers on an FRB must be at least a captain and at least one grade senior to the applicant who is to be examined for promotion. For other actions (such as appointment and branch transfers), all officers on an FRB must be at least a captain and senior in date of rank to the applicant who is to be examined.

b. The board will be composed of officers from the Regular Army or the Army National Guard of the United States, or both. ARNG officers must be in an active ARNG status. When it is determined by the CONUSA commander that Regular Army officers are not available, ARNG officers may be detailed in their place. If no Regular Army officers are members of the board, at least one ARNG officer must be serving in an active duty or full time National Guard duty (FTNGD) status authorized by Title 10 or 32, USC. Each ARNG officer must be federally recognized in grade and branch. The assignment of ARNG officers in place of Regular Army officers should be used as a last resort.

c. The senior officer on the FRB will serve as president of the FRB.

d. Whenever possible a minimum of one officer on the FRB, and preferably two, should be in the same branch (federally recognized if ARNG officers) or be qualified in the same specialty for which the applicant is to be examined.

e. When available, a commissioned Army aviator will be included as a member of the board when considering applicants for appointment with assignment to an aviation position.

f. Whenever possible, board membership should include a minority group or female officer when considering minority group or female applicants.

g. In selection of Active Army members, Training Support Brigades may be requested to nominate officers for board membership. The SRAA will, whenever possible, convene the board using internal assets. In cases where this is not possible, the SRAA is authorized to coordinate directly with the Training Support Brigade supporting State training, other Active Army activities, and adjoining State Army National Guard headquarters.

10-5. Board Site

The FRB should be established at State headquarters level to provide a uniform basis for selection and to assure that only candidates possessing full qualifications and high potential for success as commissioned officers are appointed or promoted. When geographical considerations warrant the designation of multiple board sites, their number should be strictly limited, and each board will be given identical guidance.

10-6. Notification to applicants

a. Upon receipt by the board of applications and allied papers required by the regulations under which individuals are applying for Federal recognition, the president of the board will notify the applicants of the time and place of appearance before the board.

b. Applicants will be so scheduled that, so far as practicable, no one need spend more than one day at the board site.

c. Whenever possible, applicants for the same branch will be scheduled in sequence so that the board member(s) of that branch may sit without interruption.

d. When necessary, the applicant will be advised in advance of any additional information desired by the board or required by regulations to correct or complete an application.

10-7. Procedure.

a. Conduct of board. The board will assemble at the time and place designated and proceed as follows:

(1) The recorder will read the order appointing the board.

(2) Challenges shall be received. If challenges are received, follow procedures prescribed in 10-7c, below.

(3) The recorder shall administer the oath to all other members of the board.

(4) The recorder briefs the members of the board as to their responsibilities.

(5) The president of the board will discuss with the other members of the board the Memorandum of Instructions.

(6) If required, interview applicant.

(7) It shall be the responsibility of the board to determine from the records submitted whether or not the applicant meets all requirements for Federal recognition in the grade and position for which being considered.

(8) The president of the board will advise the applicant that all statements made to the board and all forms submitted in connection with the application for Federal recognition will be verified against available records, and the disclosure of any false or incomplete statement may be cause for denial of Federal recognition by the Chief, National Guard Bureau.

(9) The board shall proceed with the examination of the applicant as specified in the following paragraphs. If at anytime during the examination it is determined that the applicant is not qualified, the examination will cease, and the applicant will be excused.

(10) The findings and recommendations of the board will be indicated on NGB Form 89.

(11) A permanent Federal Recognition Board is authorized to be held for AMEDD officers in advance of a USAREC professional board. This board will apply the following statement to the Form 89 "Individual is found qualified in the grade of (insert grade), as a (insert branch) officer pending selection by USAREC professional board." Once the USAREC board results are received, the PFR request may then be forwarded to NGB.

(12) Medical students, Dental students and officer Inter-Service Physician Assistant Program (IPAP) students may go before a Permanent Federal Recognition Board, and that board may find the officer conditionally qualified. Medical students will have the following conditional statement placed on their Form 89: "...finds you qualified as 00E67/MS, and upon completion of Medical school find you qualified as CPT, MC." Dental students will have the following conditional statement placed on their Form 89 "...finds you qualified as 00E67/MS, and upon completion of Dental school find you qualified as CPT, DE." Officer IPAP students will be boarded prior to departure for the IPAP course, and will have the following conditional statement placed on their Form 89 "...finds you qualified as 00E65/SP, and (rank to be determined by NGB-ASM-O) SP 65D upon completion of the IPAP program. Failure to graduate from the IPAP program will result in immediate branch transfer to previous branch held prior to this board."

b. Attendance.

(1) Members. Full membership of a board constitutes a quorum. If all members are not present, the board will adjourn until such time as the attendance of all members can be obtained. If all members cannot be assembled within a reasonable time, the president of the board will report that fact to the appointing authority.

(2) All applicants, except as indicated below, will be required to appear in person before the FRB.

(a) Applicants being considered for promotion need not appear, unless the president of the FRB desires.

(b) Applicants being considered for branch transfer need not appear, unless the president of the FRB desires.

(c) Graduates of approved officer candidate schools applying for initial appointment as second lieutenants need not appear. The OCS selection process and the evaluation procedures for successful course completion are considered sufficient for that purpose.

(d) The State Adjutant General may grant a waiver for an applicant for initial appointment to not have to appear, if a scheduling conflict that cannot be overcome arises. This should only be used in extreme cases. (Example: a doctor has been called away for a medical emergency.)

c. Challenges. Each applicant shall be given an opportunity to challenge any member or members for cause as follows:

(1) Only one challenge will be made at a time.

(2) The applicant will declare cause on which each challenge is based.

(3) The board, exclusive of the challenged member, will determine the validity of the challenge.

(4) When a challenge is sustained, the board will suspend proceedings and transmit the record of proceedings to the appointing authority.

- (5) The appointing authority may:
 - (a) Approve the action of the board and replace the challenged member, or
 - (b) Disapprove the action and direct the board to proceed.
- d. Oaths. Oaths will be administered to the board to proceed.
 - (1) By the recorder to the other members of the board:

"You, _____, do solemnly swear (or affirm) that you will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Army, perform the duties imposed upon you, and further, that you will not divulge the proceedings or results thereof except as may be directed by proper authority."
 - (2) By the president to the recorder:

"You, _____, do solemnly swear (or affirm) that you will keep a true record of the proceedings of this board, and further, that you will not divulge the proceedings or results thereof pertaining to the selection or nonselection of individual officers except to proper authority."

10-8. Examination

- a. General qualifications. The board will determine the general qualifications of each applicant to evaluate suitability for military service in the grade and branch for which Federal recognition is being applied for by considering:
 - (1) Military and civilian education, age, mental aptitude, citizenship, personal character and leadership traits, and motivation.
 - (2) Military, business, and professional experience.
 - (3) Efficiency of military unit under applicant's command, if applicable.
 - (4) Responsibilities that will devolve upon the applicant.
 - (5) Review of officer's evaluation report file.
 - (6) Security requirements and evidence that proper screening has been initiated or completed.
- b. Medical qualifications. In determining the medical qualifications of an applicant, the board will not be limited to a review of the records submitted but may, if indicated, require additional medical evidence or examination. If all records and evidence indicate that the applicant is medically disqualified, the board will conclude its examination and report the cause that produced the disqualification.
- c. Physical fitness standards
 - (1) Weight/body fat standards in AR 600-9 apply for all commissioned officers to include initial appointment.
 - (2) Officers who have failed the most recently administered APFT, or have not taken the APFT within the time frame prescribed in AR 350-15 will be flagged IAW AR 600-8-2 and be in a nonpromotable status.
- d. Integrity and character. Throughout the selection process, consideration must be given to an officer's integrity and moral character. These constitute the real foundation of successful leadership. An officer who has sacrificed his or her integrity has forfeited the respect and trust of those with whom he or she serves. Absolute integrity of word, deed, and signature is a matter that permits no compromise. Thus, the individual officer bears great responsibility for the establishment and observance of scrupulous ethical and moral standards. Nonselection properly may be based on a major action, relief for cause, demonstrated cowardice, lack of integrity, moral turpitude, or professional ineptitude. The board will inquire into the moral character of the applicant, is authorized to seek verification in writing of the statements made by the applicant, and may seek additional information from reliable sources to clarify any unfavorable situations. The applicant will be informed of any unfavorable statements of facts relative to moral character and will be given an opportunity to refute or explain such statements.
- e. Professional qualifications. It is within the prerogatives of the board to prescribe such professional examinations, either written or by practical test, as it deems necessary to determine the professional qualifications of the individuals if the records indicate that such is desirable.

10-9. Determination of qualifications of U.S. Army Reserve officers

A second lieutenant who has not completed an officer basic course or equivalent applying for Federal recognition in a branch other than that held as a Reserve commissioned officer of the Army is exempt from examination by a FRB, providing the second lieutenant has previously been awarded Federal recognition or has a Reserve of the Army commission. Other officers of the USAR seeking appointments

in the ARNG in branches other than those held as Reserve commissioned officers of the Army must appear before a FRB for a determination of their qualifications for the new branch and position involved.

10-10. Appraisal of experience

a. Applicants without prior commissioned officer service or who are not graduates of an OCS course will be examined in the following manner. After viewing the application and allied papers, the board will then question the applicant on personal history, training, and experience to supplement the facts shown in the application and allied papers. Technical competence will be inferred from the applicant's record of training and experience and the impression made on the board during the interview or review of records.

b. Applicants with prior commissioned officer service or OCS course credit. The board will examine the application and allied papers and question the applicant regarding experience. Matters which are listed in paragraph 2-7, but which were waived by the CNGB prior to the applicant's appointment, will not by themselves be the basis of finding the applicant unqualified for Federal recognition. Additionally, the applicant's evaluation reports, inspection reports, and AT evaluations that cite the officer's manner of performance will be thoroughly reviewed to determine general fitness.

10-11. Appraisal of promotion qualifications

Applicants for promotion or for a certificate of eligibility for promotion will be examined IAW the current memorandum of Instruction providing Secretary of the Army guidance to FRB members regarding standards for promotion of ARNG officers as Reserve commissioned officers of the Army.

10-12. Findings

a. The findings and recommendations of the board will be reported on NGB Form 89. This form shall be regarded as privileged information, marked "FOR OFFICIAL USE ONLY," and forwarded to The Adjutant General through the Senior Army Adviser. If the applicant is found "not qualified," the reasons will be indicated on NGB Form 89.

b. After adjournment, members are encouraged to familiarize other officers with Federal recognition board procedures in general. However, specific analysis or details of the board's proceedings pertaining to selection or non-selection of individual officers, whether recorded or unrecorded, will not be disclosed, except as directed by appropriate authority.

c. Board membership will not be revealed until the board adjourns. The board will not adjourn until authorized to do so by The Adjutant General or his designated representative.

10-13. Unanimity of recommendations

To receive a favorable recommendation for Federal recognition, the board must recommend in unanimity. Less than a unanimous recommendation by the board will be regarded as an unfavorable recommendation.

10-14. Reconsideration for Federal recognition

An applicant who is not recommended for Federal recognition upon consideration by the FRB may be authorized by The Adjutant General to be considered by a subsequent FRB when evidence indicates that a material error existed in the record or that the deficiency for which the individual was initially rejected no longer exists and the individual meets all other requirements specified for initial consideration. Reconsideration requires personal appearance before the FRB.

10-15. Procedures upon completion of examination by the board

a. Preparation of NGB Form 89. Upon completion of the examination of each applicant, the examining board will prepare a written record of the proceeding (NGB Form 89) in duplicate, including as exhibits any documents they deem pertinent to their findings and recommendations and as such are required to become a part of the record of proceedings.

b. Granting of temporary Federal recognition

(1) Temporary Federal recognition may be granted by the FRB to those eligible, as indicated in paragraph 2-13, when the board finds that the applicant:

(a) Has successfully passed the examination prescribed herein.

- (b) Has subscribed to the oath of office (NGB Form 337).
- (c) Has been appointed by a State order for assignment to a position vacancy in a federally recognized unit of the ARNG.
- (2) When temporary Federal recognition is granted, NGB Form 89 will contain a statement as follows: "Applicant extended temporary Federal recognition as provided by NGR (AR) 600-100, to be effective (Date)."
- (3) Temporary Federal recognition shall be effective on the date that final action prescribed by (1) above, was accomplished.
- (4) In the case of an applicant's being considered for Federal recognition contingent upon successful completion of an officer candidate course, NGR 351-5 will apply. In all other cases, the date of adjournment of the board may not be earlier than the date of successful completion of the qualifying course and evidencing of all other requirements for Federal recognition.

10-16. Disposition of records

- a. All records of the board are subject to review and approval by the CNGB, acting for the Secretary of the Army.
- b. The board will forward the following papers to The Adjutant General through the SRAA for completion of action(s) indicated in paragraph 10-18:
 - (1) NGB Form 89.
 - (2) All copies of application and allied papers.
- c. A statement as follows will be included in the board report when applicable: "This correspondence is marked FOR OFFICIAL USE ONLY solely because of the addition of Exhibits X through X. When these exhibits are removed, protective marking will be canceled."

10-17. Actions required by Senior Army Advisor (SRAA)

Upon receipt of the board proceedings, the SRAA, acting for the appointing authority, will review the board proceedings to ensure administrative accuracy and completeness. If the proceedings are found to be in error, they will be returned to the board with instructions to correct. If found in order, the SRAA will forward the proceedings to The Adjutant General by endorsement indicating the board was conducted IAW this regulation and the current memorandum of instruction to the Army National Guard Federal Recognition Board by the Secretary of the Army.

10-18. Actions required by The State Adjutant General

The Adjutant General will take the following action when:

- a. The applicant is favorably recommended by the board:
 - (1) Examine application for completeness of NGB Form 89, NGB Form 337, and other documents entered into the record of the board.
 - (2) Endorses application to NGB-ARP-C.
- b. The applicant is not favorably recommended by the board. Notify rejected applicants through channels used for submission of application furnishing reason for disqualification. If the reason for rejection does not act as a permanent bar to Federal recognition, advise applicant of procedure and requirements for resubmission of application.

10-19. Actions by the Chief, National Guard Bureau

- a. Review the record of board proceedings and the recommendations of the State Adjutant General to determine if the application meets the qualifications and requirements for Federal recognition.
- b. Extends permanent Federal recognition to the applicant in the grade and branch in which the individual is qualified.
- c. Concurrently requests Commander, HRC-ST LOUIS to appoint applicant as a Reserve commissioned officer of the Army in the grade in which federally recognized.
- d. Grant temporary Federal recognition, for a period not to exceed six months from date of State order, for commissioned officers whose application and credentials require further review.
- e. Issue Certificates of eligibility to applicants who have applied under the provisions of paragraph 2-12.
- f. If upon review of all records, an applicant is not granted Federal recognition, The Adjutant General will be notified. Temporary Federal recognition, if in effect, will be withdrawn.

Chapter 11

Reserved for future use.

Chapter 12 **ROTC Early Commissioning Program**

12-1. Purpose

The purpose of the chapter is to provide the policies and procedures to be used in the commissioning, assignment, control and administration of ROTC cadets who are appointed under the Early Commissioning Program (ECP). These procedures apply only to personnel accepted for the assignment to ARNG units.

12-2. General

AR 145-1, Senior ROTC Program, Organization, Administration, and Training, authorizes the early commissioning of ROTC cadets who have completed all ROTC requirements except that of obtaining a baccalaureate degree.

12-3. Eligibility for Appointment

- a. The Early Commissioning Program (ECP) is restricted to Military Junior College (MJC) cadets who contract into the ROTC Advanced Course after 1 Dec 91. The ECP lieutenant must be assigned to a valid MTOE/TDA position.
- b. MJC graduates are normally commissioned with a minimum of 60 college credit hours.
- c. MJC ECP lieutenants intend to obtain a baccalaureate degree in not more than 36 months from the date commissioned. Exceptions or extensions will be considered and approved by the Commander, Army Personnel Command (HRC-ST LOUIS).

NOTE: ROTC Cadets who are commissioned as a Reserve of the Army under ECP are eligible for appointment only in the basic branches as commissioned officers.

12-4. Commissioning of Cadets

A cadet is first commissioned in the USAR under normal ROTC procedures. The following procedures are applicable for appointment in the ARNGUS:

- a. Have enrolled in the Senior ROTC program.
- b. A memorandum of acceptance from the ARNG unit for a valid unit vacancy verified by The Adjutant General (fig 12-1) and a memorandum of understanding signed by the cadet (fig 12-2) are required prior to commissioning. A copy of these memoranda will accompany the application for Federal recognition.

12-5. Applying for Federal recognition

Lieutenants seeking ARNG appointments from the ECP will apply for Federal recognition IAW the procedures for transfer from the USAR established in chapter 3 of this regulation.

12-6. Military personnel records jacket (MPRJ)

Cadet Command will establish an MPRJ for each lieutenant commissioned under the ECP, within 120 working days for MJC-ECP officers. Cadet Command will forward the MPRJ to The Adjutant General for officers being assigned to ARNG units.

12-7. Establishment and transfer of OMPF and accessioning into ARNGUS

- a. The Commander, HRC-ST LOUIS, will establish the OMPF and notify each officer by letter of the obligation to report changes in personal status (e.g., address, college enrollment status, physical condition, etc) promptly to HRC-ST LOUIS.

b. After administering the State oath to an officer commissioned under this program, the State will prepare an DA Form 4651-R , Request for Reserve Component Assignment or Attachment and forward to Commander, HRC-ST LOUIS , DARP-OPL-A. The DA Form 4651-R will be annotated "Early Commissioning Program" in the top margin.

c. Upon receipt of a DA Form 4651-R from The Adjutant General, the Commander, HRC-ST LOUIS will forward the officer's OMPF to the Chief, National Guard Bureau, NGB-ARP-CO, 111 South George Mason Drive, Arlington, VA 22204-1382.

12-8. Control of officer pending call to AD or Initial Entry Training (IET)

a. The U.S. Army Reserve Personnel Command (HRC-ST LOUIS) is the administrative agency for ECP lieutenants and all coordination should be made through their office. The 36 month delay is specific in that the ECP lieutenant must be concentrating on the completion of the baccalaureate degree; HRC-ST LOUIS may extend the 36 month delay period. When an extension is granted the ECP lieutenant may not complete the OBC requirement within 42 months. In these cases, the officer personnel manager should coordinate with the Special Officer Team at HRC-ST LOUIS to ensure that the ECP lieutenant is scheduled to attend OBC immediately upon completion of the baccalaureate degree requirement.

b. IAW DA PAM 611-21 , the reporting classification code for all ROTC commissionees awaiting initial active duty for training in the appropriate resident officer basic course will be designated as 00D.

c. Failure to enroll in a baccalaureate program, disenrollment from college or failure to obtain a baccalaureate degree within 36 months will be released to the control of the Army National Guard and processed for separation.

d. Officers who fail to complete baccalaureate degree requirements in 36 months continue to serve in a Reserve status, not on active duty.

e. If the officer has not been promoted to first lieutenant prior to disenrollment from college, they are not eligible for promotion until they meet the same promotion eligibility criteria as other second lieutenants outlined in Chapter 8 of this regulation. When OBC is not completed within 42 months from the date of commission, their Federal Recognition will be withdrawn.

12.9. OBC training for officers commissioned under ECP

a. Resident attendance at OBC is the only method for a newly appointed basic branch officer to become branch qualified and eligible for the award of the appropriate AOC.

b. ECP Officers will be scheduled to attend a resident OBC as soon as possible following graduation from the bachelor's degree program by the Commander, Human Resources Command – St. Louis.

c. During the 36 months they are allowed to complete the bachelor's degree, ECP second lieutenants may be promoted to first lieutenants without first attending OBC, at 24 months of commissioned service, but may not be promoted to Captain until successfully completing OBC, OAC, and baccalaureate degree requirements.

d. Early commissionees may volunteer to attend OBC prior to receiving a bachelor's degree. However, scheduling and paying for the officer to complete OBC prior to obtaining their baccalaureate degree, would require approval by Human Resources Command – St. Louis. POC for this action may be reached at 1-800-325-1879.

12-10. Mobilization Policy

Mobilization procedures for ECP are the same as those for Simultaneous Membership Program (ECP) cadets, see Chapter 13, Para 13-12 NGR 600-100 for guidance pertaining to Mobilization of ECP or SMP.

LETTERHEAD

(Office symbol)
(Date)

MEMORANDUM THRU

The Adjutant General

Professor of Military Science

FOR ROTC Region Commander

SUBJECT: Acceptability of Lieutenant for Assignment to an ARNG Unit Under the Provisions of the Early Commissioning Program

1. Second Lieutenant (first name, MI, last name), (SSN), has requested consideration for assignment to the (State) Army National Guard on or about (Date) as a commissioned officer under the provisions of AR 145-1. I certify that a position vacancy exists and that Second Lieutenant (Name) is acceptable for assignment upon commissioning to the (unit designation), (unit location), (UIC), (Para/Line Number), (MTOE/TDA Number), (Branch), (AOC), (Grade).

2. I understand that Lieutenant (NAME) is obligated by law to serve on active duty for a period established by his/her contract and depending upon Lieutenant (NAME) desires and the needs of the Army. By accepting Lieutenant (NAME) for assignment to the unit listed in paragraph 1 above, I agree to release him/her for active duty at the appropriate time.

3. I further understand that in the event the unit to which Lieutenant (NAME) is assigned is mobilized, he/she will be ordered to active duty with their unit, however, he/she cannot be deployed overseas until he/she has completed his/her Initial entry training (IET) .

4. I also understand that Lieutenant (Name) will be commissioned in the United States Army Reserve (USAR) and initially assigned to the USAR Control Group (OADO) and that he/she will be transferred to the (STATE) Army National Guard upon receipt by the Commander, Army Reserve-Personnel Command (HRC-ST LOUIS) of a properly executed DA Form 4651-R which I agree to initiate.

(AUTHORITY LINE – IF USED)

ARNG Unit Adjutant or Commander
(signature block)

Figure 12-1. Letter of Acceptance by ARNG of a Lieutenant for ECP

LETTERHEAD

(Office symbol)

(Date)

MEMORANDUM THRU Professor of Military Science

FOR ROTC Region Commander

SUBJECT: Statement of Understanding Concerning Appointment as an Officer Under the Provisions of the Early Commissioning Program

1. I understand that if commissioned early under the provisions of AR 145-1, I am still obligated by law to serve on active duty until completion of my Initial Entry Training (IET), the terms of my contractual service obligation are completed, or the needs of the Army are met. Any time that may be spent in the Reserve Components, prior to that tour of active duty, will not be credited toward completion of my active duty obligation.

2. I further understand that if commissioned early, I will be given up to 36 months to complete a baccalaureate degree, or if at any time before the 36 months period has expired, I do not enroll or am disenrolled from college I will be released to the control of the Army National Guard and processed for separation. At the present time, it is my intent to obtain a baccalaureate degree on (DATE).

3. I also understand that—

a. If the Army National Guard unit to which I am assigned is mobilized, my delay of 36 months to obtain a baccalaureate degree will automatically terminate and I will be ordered to active duty with my unit of assignment. I also understand that this delay in baccalaureate degree completion does not negate my requirement to complete OBC within 42 months after appointment. At the end of 42 months after appointment, I am aware that I will be separated from the Army National Guard if I have not completed OBC.

b. I must attend resident officer basic course (OBC) upon graduation from college.

4. I agree to comply with any and all orders or instructions issued by the Commander, Army Reserve – Personnel Command (HRC-ST LOUIS). I will keep HRC-ST LOUIS informed of my status in school by providing copies of my grades after each semester or term, any change in address, and any other pertinent personal data. Should I be disenrolled from school for any reason, I will immediately notify Commander, HRC-ST LOUIS, DARP-OPL-E, 9700 Page Boulevard, St. Louis, MO 63132-5000.

5. Under the provisions AR 145-1, I understand that I will receive a Reserve of the Army appointment, if I—

a. Am otherwise qualified.

b. Am enrolled in a baccalaureate degree program during the school year in which I am applying.

6. If I am not eligible or become ineligible to apply for AD, I will automatically be selected for Reserve Forces Duty (RFD).

7. I understand that scholarship and subsistence benefits terminate at the time I accept this commission.

Cadet's Signature Block

Figure 12-2. Sample of Cadet Statement of Understanding

Chapter 13

ARNG Simultaneous Membership Program (SMP)

Section I

Introduction

13-1. Scope

a. The SMP is a dual status program that requires Reserve Component (RC) enlisted status and USAR Control Group (ROTC) participation. Army ROTC cadets are required to serve as an SMP cadet when participating in one of the following:

- (1) Non-scholarship Guard member/USAR SROTC Cadets;
- (2) Military Junior College scholarship cadets;
- (3) Non-scholarship Guaranteed Reserve Forces Duty (GRFD) contracted cadets;
- (4) Two-year Reserve Forces Duty (RFD) scholarship cadet;
- (5) or dedicated ARNG scholarship cadets.
- (6) Participants in subparagraphs (3), (4) and (5) above can be prior service or non-prior service.

b. Comprehensive policy and guidance concerning ROTC is contained in AR 145-1.

c. SMP eligibility requirements for enlistment, as contained in table 13-1 of this regulation, are also included in NGR 600-200.

d. SMP advancement/promotion and reduction guidance is included in NGR 600-200.

e. Guidance for SMP discharge from the ARNG or concurrent discharge from Reserve of the Army status is included in chapter 8, NGR 600-200, except for regular Army ROTC participants.

Section II

Reserve Component Scholarships

13-2 The two Reserve Components Scholarship Programs

a. Normally, there are fifty-four (54) RFD scholarships available for ARNG cadets; one per State and Territory.

b. Currently, six (6) dedicated ARNG scholarships are available for each State and Territory under the two year program.

c. The Adjutants General may nominate one primary and unlimited alternates for the RFD scholarship. Six primary and unlimited alternates may be nominated for the dedicated ARNG scholarships. The Professors and Assistant Professors of Military Science will assist in advertising and recruiting individuals from their campuses for these scholarship nominees. Nominations may also be made by the Adjutant General. The nomination packet(s) are due to Headquarters Cadet Command, Scholarship Division, Fort Monroe, VA 23651-5000, no later than 1 May, annually. Nominations will be accepted throughout the year and awarded depending on funding availability.

d. Financial assistance for college tuition is the same for both scholarship programs. It is based on full tuition up to \$17,000 per year. A list of high cost schools are being awarded up to \$20,000 per year.

e. Administrative guidance and application procedures can be obtained from any college or university sponsoring an Army ROTC Program.

f. These scholarship recipients are required to become members of the Simultaneous Membership Program.

Section III

Policy

13-3. Policies applicable to enlisted personnel that take part in the SMP who are enrolled in the ROTC Advanced Course.

a. The information in table 13-1 of this regulation applies. Additionally, potential SMP participants will:

- (1) Serve and be paid in pay grade E5 or higher enlisted grade currently held;
- (2) Be coded in SIDPERS using reporting code 09R20;
- (3) Be trained as an officer trainee. In the absence of training they will be used in an appropriate supervisory capacity as determined by the commander of the unit to which assigned or attached.

(4) Be subject to the same standards for satisfactory performance applicable to other personnel assigned to the unit.

b. Guaranteed Reserve Forces Duty (GRFD). Prior to enrollment in the ROTC Advanced Course, potential SMP participants may initiate a GRFD contract with their ROTC Battalion which allows the potential SMP participant to elect the RFD option as a means to fulfill his or her military obligation. Once enrolled in the ROTC Advanced Course, cadets without a GRFD contract, will be considered for Active Duty during the accessions process, but their preference will not be guaranteed. Their preference and needs of the Army will be considered during the branching process. Potential SMP participants should be advised to request a GRFD contract if they wish to remain in the ARNG after graduation.

c. Apply for enrollment in the ROTC Advanced Course within one year. To apply for enrollment, the applicant must be at least an academic junior with a 2.0 cumulative grade point average (GPA) (on a 4.0 GPA scale).

13-4. Policies applicable to persons enrolled in the ROTC Advanced Course, but not members of the ARNG

a. Participants in the ROTC Advanced Course may, if otherwise qualified, be enlisted in the ARNGUS as officer trainees (reporting code 09R20), and if serving in a pay grade lower than E-5, such participants shall be advanced to pay grade E-5 IAW NGR 600-200.

b. Table 13-1 of this regulation applies.

c. Commander's interview. Prior to acceptance, the unit commander will--

- (1) Personally interview potential SMP applicants to ascertain evidence of eligibility; and
- (2) Discuss the applicant's qualifications with the Professor of Military Science (PMS) concerned.

13-5. Policies applicable to participants in the SMP

a. Reporting code 09R20 will be assigned when all provisions for acceptance into the SMP are fulfilled. This will be effective on the date that the Senior ROTC Program contract, DA Form 597 and DD Form 4 (ROTC), is signed or the date of enlistment, whichever is later.

b. Officer trainees will be advanced/promoted to pay grade E-5 if not already an E-5, IAW NGR 600-200. Officer trainees who hold a pay grade higher than E-5 will retain their current pay grade. They are not eligible for further promotion or advancement while a member of the SMP. The effective date for advancement and pay as an E-5 for officer trainees will be the date the member is fully contracted in both the ARNGUS and the ROTC Advanced Course as an SMP participant and assigned the reporting code 09R20.

c. Officer trainees will be paid at the rate applicable to the grade and longevity attained, but not less than the grade of E5. Adjustments to pay during the period of enrollment in the ROTC Advanced Course until commissioning will include basic pay table annual increases, adjustments to Basic Allowance for Subsistence (BAS) and Basic Allowance for Housing (BAH), and adjustment to drill pay for years of service and longevity for all service creditable for computation of basic pay. The advanced ROTC subsistence allowance is not affected by membership in the Selected Reserve in a paid drill status.

d. An officer trainee granted a leave of absence by the PMS under the provisions of AR 145-1 will not be deleted from the SMP. The officer trainee who is granted a leave of absence or who otherwise extends the period of enrollment beyond the period of enlistment must voluntarily extend the enlistment by an amount equal to the period of the extended enrollment (AR 145-1).

e. The period of time spent as a participant in SMP is creditable for purposes of longevity or retirement as an officer (Title 10, USC, section 2106 and 2107; and Title 37, USC, section 205).

f. Table 13-1 of this regulation applies.

13-6. Policies applicable to ARNG members who conditionally contract into the ROTC Advanced Course

a. ARNGUS enlisted members may conditionally contract in the ROTC Advanced Course while awaiting the final determination of their conditional status. The conditional period of participation is limited to one academic year. The conditional status must be favorably resolved within the specified period or the SMP cadet must be released from the SMP.

b. ARNG members who wish to conditionally participate as an SMP nonscholarship cadet must sign a written agreement (fig 3-4) stating that they agree to the following:

(1) Advancement to pay grade E-5 (MOS 09R20) in the ARNGUS will be effective the day that the cadet is fully contracted, no longer in a conditional status. Any reenlistment or extension bonus due to the cadet during the conditional period will be paid and will not be subject to recoupment.

(2) The conditional status must be resolved within one academic year or such status will be terminated. Further, they will not be allowed to continue in the ROTC Advanced Course until the disqualifying condition is resolved and the cadet becomes fully eligible to reenter under current enrollment criteria.

(3) The cadet understands that the time spent in the ROTC Advanced Course SMP as a conditional participant is creditable towards meeting Military Science requirements for commissioning. .

(4) The cadet understands that his or her advancement to pay grade E-5, when awarded as a result of becoming a SMP participant, is effective only so long as he or she continues to be a SMP participant. Should a cadet cease to be a SMP participant or be disenrolled for any reason from the ROTC Advanced Course, the cadet will revert to the grade held immediately prior to advancement to pay grade E-5 as a SMP participant, unless the provisions of AR 145-1 dictate a higher grade.

13-7. Policies applicable to officer trainees who have completed the ROTC Advanced Course

a. Commissioning.

(1) Officer trainees who have a baccalaureate degree at the time they complete the ROTC Advanced Course may be commissioned IAW AR 145-1 and may subsequently be appointed in the ARNG.

(2) Officer trainees commissioned under the Army Military Junior College (MJC) Early Commissioning Program (ECP) must compete for officer position vacancies. Unit membership as an SMP participant does not guarantee a position within the unit under the ECP. Selection will be based upon individual qualification and demonstrated potential and the needs of the unit.

(3) Officer trainees with GRFD contracts will receive priority consideration for ARNG position vacancy assignments.

(4) Officer trainees unqualified for appointment under this regulation, but qualified for commission under other provisions of AR 145-1 will be granted a conditional release from the ARNGUS to accept appointment in another component.

(5) Officer trainees with a remaining Military Service Obligation (MSO) who are disenrolled from the ROTC Advanced Course, fail to complete the ROTC Advanced Course, fail to be tendered a commission, or fail to accept a commission will be retained in their enlisted status if otherwise qualified, for the completion of their MSO. See table 13-1 and processing procedures in paragraph 13-20 of this regulation.

(6) Officer trainees not qualified for retention in an enlisted status will be discharged in accordance with NGR 600-200.

b. SMP completion cadets: SMP officer trainees who are not commissioned after completing all ROTC Advanced Course requirements except graduation may continue their SMP status with their ARNG unit for a maximum of 24 additional months. This does not pertain to MJC ECP Cadets. All SMPs must remain satisfactory participants in their ARNG Unit.

c. Officer trainees granted a commissioning delay due to academic deficiencies are subject to reevaluation by their unit commander as to whether they should be discharged, retained in an officer trainee status, or transferred to USAR Control Group (ROTC). The unit commander will consult with the PMS before taking action. When transferred to USAR Control Group (ROTC) the individual's records will be forwarded to the PMS.

Section IV

Evaluation and Assignment

13-8. Evaluation of officer trainees

a. Officer trainees will be evaluated on their performance. At the unit level, the officer trainee should be given maximum exposure to commissioned officers' duties and assigned progressive leadership responsibilities. Utilization should be IAW paragraph 13-13 below.

b. The commander's evaluation of the officer trainee's performance and development will be provided to the PMS using DA Form 67-9. However, this evaluation is a stand alone evaluation of this officer and will have no impact on an officer's senior rater profile. The evaluation for the first year of unit

performance and the two weeks annual training should be forwarded to the PMS not later 1 August. A second evaluation should be completed 90 days prior to the projected commissioning date and will include a recommendation to commission or not to commission. An evaluation is required in any case of unsatisfactory performance and may be submitted at any time.

c. The commander is encouraged to provide informal evaluations to aid in the development of the officer trainee. Ongoing communication between the PMS and the unit commander is essential to provide optimum training and assistance to the officer trainee as well as to preclude possible problems at the time of commissioning.

d. A non-commissioned officer evaluation report will not be prepared while the individual is an SMP participant. If the individual is removed from the SMP, the performance evaluation will be maintained in the Military Personnel Records Jacket (MPRJ).

13-9. Assignment

a. An SMP participant will be assigned as an officer trainee in a unit based on current or projected commissioned officer vacancies. This includes authorized overstrength positions when authorized. Once the person is assigned to a position as an officer trainee, that position will not be used to justify additional officer trainees until the person originally assigned has been commissioned or disqualified from participating in the SMP. The unit may fill this position with a commissioned officer at any time, and the officer trainee may continue participating in an overstrength status until either commissioned or disqualified from participating in SMP.

b. The total number of SMP participants will be limited by the commander to the number which can be effectively supervised and properly trained.

c. The total number of SMPs per State will not exceed 4% of wartime required Aggregate (Officer and Enlisted) strength without prior approval of CNGB. All requests for waiver to exceed the authorized number of SMPs in the State will be forwarded through The Adjutant General to NGB-ARH-S.

d. SMP participants may be attached to other units. However, the total number attached must be controlled by the State Officer Personnel Manager (OPM).

e. When the number of SMP participants exceeds the capability for effective supervision and quality training, only the best qualified should be selected under a State managed system. Priorities for selection by category will be (in order of priority):

(1) Current ARNG enlisted soldiers who are participating in State funded scholarship programs or recipients of a Reserve Forces Duty (RFD), dedicated ARNG or a two-year Military Junior College (MJC) scholarship.

(2) SMP cadets who are contracted by a Guaranteed Reserve Forces Duty (GRFD) agreement.

(3) Other applicants who are enrolled in the ROTC Advanced Course.

Section V

Training and Utilization

13-10. Training

a. Officer trainees are required to attend ARNG Annual Training (AT), as long as training does not interfere with academic achievement, scheduled ROTC training or the Army ROTC National Leaders Advanced Camp (NLAC). The priority will be given to the Army ROTC NLAC and AT will be rescheduled in accordance with NGR (AR) 350-1 when possible. Commanders will interview all of their officer trainees to determine the best time for scheduling their AT. The scheduling of AT will not conflict with the college classes or course work. Attendance at ROTC airborne or air assault school is encouraged and authorized. Constructive credit will be used to report these members on the DA Form 1379 for Inactive Duty for Training (IDT) or AT.

b. The commander will ensure that an appropriate training plan is prepared and proper supervision given to assist in the development of the officer trainee.

c. Commanders will provide a copy of the unit training schedule to the PMS to assist in preventing training conflicts.

d. Commanders should be aware of the cadet's academic workload and field instruction being received by the officer trainee, and when possible, training given by the unit to the officer trainee should complement the training received from ROTC participation.

e. When a conflict occurs between an ROTC field training exercise (FTX), Dining In, or military ball and weekend drill, the following applies:

(1) When the ROTC event is part of the required program of instruction in Military Science (MS) III or MS IV, attendance is mandatory for the officer trainee and the ROTC training will have priority. However, the officer trainee must notify the unit of the conflict in advance and provide a training attendance certificate.

(2) If the ROTC training is not part of the required program of instruction and is voluntary, the ARNG weekend drill will have priority.

(3) When a weekend drill is missed, the commander has the option to grant an excused absence (no pay involved).

f. A cadet who has completed Initial Active Duty for Training (IADT) is eligible for AT with a unit deploying for overseas deployment for training (ODT). ROTC Basic Camp and/or any combination of MS I, MS II, MS III, and MS IV do not equate to IET and do not qualify the individual for ODT deployment (Title 10, USC, section 671).

13-11. Policy, utilization of officer trainees

a. Officer trainees will be assigned duties commensurate with the grade of second lieutenant. Commanders should ensure that officer trainees are given the respect and courtesy (except saluting) normally reserved for commissioned officers of the United States Armed Forces. Officer trainees will be expected to salute all officers and warrant officers.

b. As part of their training, officer trainees should be exposed to duties (in a supervisory capacity) normally accomplished by lower grade enlisted personnel (e.g., guard duty, K.P., motor stables, etc.).

c. Commanders will provide the officer trainee with continuous counseling on the officer's leadership role. The commander must always be aware of the officer trainee's future role as a commissioned officer and provide regular feedback on how the officer trainee is executing leadership functions.

d. Officer trainees will not be placed in any position requiring them to act directly for the commander, e.g., duty officer, member of a courts martial, officer solely responsible for the conduct of live fire training, handling of public monies or records pertaining to same, or to any position requiring an officer's certification. Officer trainees may serve as officer of the guard or officer of the day, but such duties must be performed under the supervision of the staff duty officer.

e. Officer trainees will be referred to as "Mister" or "Miss". Terms such as "sir," "ma'am," or sergeant will not be used as a form of military courtesy.

13-12. Mobilization Policy

Simultaneous Membership Program (SMP) and MJC ECP –personnel will be transferred to a unit not being activated or a derivative UIC established by the STARC. These soldiers are nondeployable since they have not completed initial entry training and will not be mobilized. FORSCOM will provide any operational unique guidance that would support mobilization of these soldiers at a later date.

Section VI

Uniform, Subsistence, and Billeting

13-13. Uniform

a. The specific uniform worn by the officer trainee at ARNG unit activities will be determined by the State. Officer trainees will receive the normal unit issue authorized by CTA 50-900 (clothing bag). The ROTC unit will not issue clothing items furnished by the ARNG according to CTA 50-900.

b. The following are not appropriate for wear while participating in ARNG training activities:

- (1) ROTC cadet ribbons, fourragere;
- (2) Officer or enlisted military rank insignia; and
- (3) Unit insignia (crest) on utility caps or berets.

c. ROTC insignia is authorized for wear while in ARNG status.

13-14. Subsistence

During IDT and AT, officer trainees will not be charged for meals but will be required to sign for meals on the unit signature headcount sheet (DA Form 3351).

13-15. Billeting

Officer trainees should be billeted with junior officers during periods of training which require overnight billeting.

Section VII Processing

13-16. General

Officer trainees must be reported at time of accession under the ARNG SIDPERS system. States are encouraged to coordinate with the PMS to ensure accurate reporting and to resolve any discrepancies between the ARNG SIDPERS and the U.S. Army ROTC Cadet Command Management Information System (MIS).

13-17. Enlistment procedures

a. Soldiers currently enlisted in the ARNG who volunteer for, and meet the requirements of the SMP must execute the SMP Agreement Annex (NGB Form 594-1R).

b. When an extension of enlistment is required to comply with table 13-1 of this regulation, the provisions of NGR 600-200 apply. The soldier will execute the DA Form 4836 (Oath of Extension of Enlistment or Reenlistment).

c. When an individual is enlisting in the ARNG for the SMP, the provisions of NGR 600-200 apply except as follows:

(1) In DD Form 1966, Item 39, enter "Enl for ARNG ROTC/SMP Program NGR (AR) 600-100 as a (SMP participant)(potential SMP participant)."

(2) In Item 43a, enter "ARNG ROTC/SMP, CHAPTER 13, NGR (AR) 600-100 (SMP participant)(potential SMP participant)."

d. NGB Form 594-1 will be prepared in original and four copies and distributed as follows:

(1) One copy in each enlistment packet.

(2) One copy will be given to the PMS.

e. One copy of each form (DD Form 1966, DD Form 4, NGB Form 594-1, etc.) will be sent to the PMS.

f. Copies of the PMS Certification (fig13-1) will be included in each enlistment packet.

13-18. Processing soldiers dropped from potential SMP participation

a. A soldier who has been dropped from potential SMP status will remain as a member of the unit, unless the purpose of enlistment was directly related to SMP participation (see soldier's SMP agreement). The unit commander will complete the Notice of Removal from SMP (figure 13-3) and forward copies as shown below:

(1) The original will be maintained in the soldier's MPRJ;

(2) A copy will be forwarded to the State Adjutant General; and

(3) A copy will be provided to the soldier

b. The Adjutant General, or designated representative will obtain an IET reservation for the soldier.

13-19. Processing officer trainees who are disenrolled from or fail to complete the Senior ROTC Program, fail to volunteer for ECP, fail to accept a commission, or fail to be tendered a commission

a. Officer trainees in any of the above categories will be dropped from the SMP and, if otherwise qualified, retained in the ARNG in an enlisted status until completion of their obligation (statutory or contractual).

b. A soldier retained in the ARNG under a., above, must complete BT and AIT, if not previously completed. Individual must enter training within 90 days of disenrollment from ROTC, when discontinuing higher education. Special consideration should be given to full time students; individual training should be scheduled so as not to interfere with regularly scheduled semester sessions. (Note:Scheduling for the summer months would be advantageous.)

c. The unit commander will complete the Notice of Removal from SMP (fig 13-3).

d. The soldier's grade will be adjusted, if required, to the grade attained prior to becoming an officer trainee (NGR 600-200).

- e. The soldier will be assigned to an appropriate enlisted position.
- f. The soldier will be briefed on the other opportunities available to qualify for appointment as an officer in the ARNG.
- g. The PMS will forward the soldier's Army ROTC records to the commander of the unit to which the soldier is assigned.
- h. Enlisted service for those who did not complete the ROTC program is creditable as follows:
 - (1) Any ARNG/USAR service concurrent with the ROTC Advanced Course is creditable for longevity and retirement purposes.
 - (2) Any uniformed service completed prior to signing the ROTC Advanced Course contract is creditable enlisted service for all purposes.
 - (3) No service credit is awarded solely for participation in the ROTC Advanced Course.

13-20. Processing officer trainees for ARNG discharge and reassignment to USAR Control Group (ROTC)

- a. An officer trainee having no remaining statutory MSO may request discharge from the ARNG and transfer to the USAR Control Group (ROTC). Such transfer will require the approval of the State Adjutant General.
- b. An officer trainee who has incurred an MSO will be discharged from the ARNG and assigned to USAR Control Group (ROTC) when he or she--
 - (1) Accepts an Army ROTC scholarship other than an ARNG-RFD-ROTC scholarship or two-year MJC scholarship (table 13-1 of this regulation).
 - (2) Requests a transfer because of a change of residence that results in the individual living beyond a reasonable distance from the unit. The Adjutant General will certify that no units are within commuting distance of the individual's residence and school of attendance.
 - (3) Requests a transfer to the USAR Control Group (ROTC). The PMS, in coordination with the unit commander, certifies in writing that taking part in unit training is seriously hindering the officer trainee's ability to train with the ROTC and to successfully graduate.
 - (4) Has been declared an unsatisfactory participant in the ARNG in accordance with AR 135-91 and is not pending disenrollment from the ROTC Advanced Course.
- (a) Officer trainees are subject to the same standards and regulations for satisfactory performance that apply to enlisted personnel assigned to the unit.
- (b) States will provide written notice to the PMS of officer trainees who are not participating satisfactorily in unit level training.
- (c) Notification of reason(s) for discharge will be made to the PMS. The PMS will determine if the officer trainee should continue in or be eliminated from the Army ROTC Advanced Course.
- c. Officer trainees will not be transferred to the USAR Control Group (ROTC) solely to be discharged from the ARNG and thereby avoid their statutory or contractual MSO.
- d. Discharge from the ARNG and transfer to USAR Control Group (ROTC) will be processed as follows:
 - (1) Unit commander will submit a written request through command channels to The Adjutant General. This letter must contain justification for ARNG discharge and transfer and will be accompanied by the officer trainee's MPRJ. The Adjutant General has final approval/disapproval authority.
 - (2) Should The Adjutant General disapprove the transfer, the letter of request and MPRJ will be returned to the sender without further action.
 - (3) Upon approval of transfer, the following actions will be taken:
 - (a) Orders will be issued discharging the officer trainee from the ARNG and transferring him or her to USAR Control Group (ROTC) IAW NGR 600-200.
 - (b) Prepare NGB Form 22, NGB Form 23C, and discharge certificate, if applicable.
 - (c) Forward the officer trainee's MPRJ and copies of the discharge orders to the PMS.
 - (d) Forward a copy of the order to Commanding General, Human Resource Command – St. Louis, DARP-PAT-R, 9700 Page Boulevard, St Louis, MO 63132-5200.

13-21. SIDPERS ARNG

- a. Reporting code will be entered as 09R10 or 09R20 (para 13-5a, above) as appropriate.
- b. Training pay retirement category: see Data Element Dictionary, NGB Pam (AR) 25-10.
- c. Changes will be made to update SIDPERS as follows:

- (1) If disqualified/disenrolled from the SMP but retained in the ARNG, delete the SMP reporting code and enter the enlisted PMOS/DMOS.
- (2) If disqualified/disenrolled from the SMP and discharged from the ARNG, delete from the system.
- (3) If appointed as an officer in the ARNG, change to appropriate officer status code.
- (4) If discharged from the ARNG for the purpose of accepting a commission in another component, delete from the system.

13-22. Processing procedures for commissioning

- a. Officer trainees who receive an early commission will be monitored by ROTC Directorate under the administrative control of the USAR Control Group (OADO)..
- b. Officer trainees must be discharged in the grade held prior to enrollment in SMP IAW NGR 600-200 from the ARNG before being appointed as a commissioned officer. Effective date of discharge will be the day preceding commissioning in the Reserve of the Army with assignment to the USAR. The authority to issue discharges for this purpose is The Adjutant General. A conditional release will be given to the PMS upon request in order that the individual may be appointed upon completion of Army ROTC requirements. A separate order will then be prepared using the Oath of Office (DA Form 71) to discharge the individual from enlisted status. State/unit personnel should be present for the commissioning ceremony when possible. The officer being appointed in the ARNG will be appointed effective the date following the USAR assignment.

13-23. Commissioned Status

Once commissioned, the officer will be managed under the provisions of this regulation.

LETTERHEAD

(ROTC Institution)

(Officer Symbol)

(Date)

MEMORANDUM FOR

SUBJECT: PMS Certification

1. According to Chapter 13, NGR (AR) 600-100, officials of the Army National Guard must have certificates from a PMS, ROTC, that an applicant for the ROTC/SMP will be enrolled in the Senior ROTC Program, before the ARNG enlistment can be completed.
2. As a result of an interview with (Name) on (Date), I hereby certify that he/she will be accepted for enrollment in the Senior ROTC Program. The applicant appears to have those qualifications necessary for becoming an effective Army officer.

(Signature Block of PMS)

Figure 13-1. Sample PMS (ROTC) Certification

ANNEX _____ DD FORM 4/DA FORM 4836
SIMULTANEOUS MEMBERSHIP PROGRAM AGREEMENT ARMY NATIONALGUARD
[TO BE TYPED ON NGB FORM 594-1]

A. AGREEMENTS

1. I hereby agree to amendment of my previous Agreement as follows and understand that--
 - a. I (am)(am not) required to compete basic training prior to enrollment in the Advanced ROTC Course.
 - b. I am required to apply for enrollment in the Advanced ROTC Course, if not already enrolled, within one year from the date of this Amendment.
 - c. Should I be a member of the USAR Control Group (ROTC), if not already enrolled, within one year from the date of this Amendment.
 - d. Should I later be awarded an Army ROTC scholarship, which does not provide for Reserve Forces Duty (RFD), or is not a two year Junior Military College Scholarship, I will be discharged from the ARNG.
 - e. Should I later be awarded an Army ROTC scholarship, which does not provide for Reserve Forces Duty (RFD), or is not a two year Junior Military College Scholarship, I will be discharged from the ARNG and transferred for assignment to the USAR Control Group (ROTC) prior to acceptance of such scholarship.
 - f. I may not, when a commissioned officer, apply credit which stems from enlisted service performed concurrently with Advanced ROTC Course training toward computation of length of service for any purpose.
 - g. I will volunteer for commissioning under the ROTC Early Commissioning Program if upon completion of the senior ROTC program I am not scheduled to receive, within 8 months, a baccalaureate degree.
 - h. Upon becoming a SMP participant, I must have four years remaining on my original contract or extend my enlistment/reenlistment contract in the Selected Reserve from date of enrollment in the SMP.
 - i. To be considered for RC duty, I must obtain a Guaranteed Reserve Forces Duty (GRFD) contract prior to enrollment in the senior ROTC program. I will serve with the ARNG after commissioning until I have completed my service or contracted obligation. .
2. Additional details of my participation in the SMP are in Section _____.

B. FOR ALL DIRECT SMP ENLISTMENT/REENLISTMENTS

3. My enlistment/reenlistment in the ARNG is for the purpose of directly participating in the Simultaneous Membership Program. As a participant in the SMP, I understand that--
 - a. If I fail to apply for enrollment in the Advanced ROTC Course, as required, I will--
 - (1) Be deleted from the SMP,
 - (2) Be retained in the enlisted grade held prior to participation in the SMP,
 - (3) Be required to execute the terms of my enlistment/reenlistment agreement excluding this amendment, and
 - (4) Complete Basic Training (BT) and Advanced Individual Training (AIT) if not previously completed.
 - b. If I apply for enrollment in the Senior ROTC Program, but fail to be accepted, then I may--
 - (1) Elect deletion from the SMP in order to continue in an enlisted status as if I had failed to apply for enrollment (paragraph 3a, above), or
 - (2) Elect discharge as a Reserve of the Army and as a member of the ARNG.

c. If I am enrolled in the Senior ROTC Program and fail to volunteer for ECP, and as required, fail to accept a commission or fail to be tendered a commission, then I will be deleted from the SMP and be required to continue in an enlisted status as if I had failed to apply for enrollment (paragraph 3a, above).

C. FOR CURRENT ARNG MEMBERS ELECTING PARTICIPATION IN SMP

4. As a current ARNG member, my original enlistment/reenlistment agreement is to be held in abeyance in order that I may participate in the SMP. As a participant in the SMP, I understand that --

a. Upon acceptance of the oath of office, I am not eligible to continue in the ARNG Incentive Program. I will not be entitled to further incentive payments. Acceptance into the SMP does not constitute a condition where recoupment of incentive payments is required.

b. If I am disenrolled from or I fail to complete the Senior ROTC Program, or fail to be tendered a commission or accept a commission, or fail to volunteer for the ROTC Early Commissioning Program, then provisions of paragraph 3a, above, apply.

D. CONFIRMATION OF SMP AGREEMENT

5. My acceptance into the SMP is based on my desire to volunteer for the program that requires enlisted status for eligibility.

6. I certify that I have carefully read this document. Any questions I had were explained to my satisfaction. I fully understand that "ONLY THOSE AGREEMENTS IN SECTION A AND ___ OF THIS DOCUMENT OR THOSE RECORDED AND ACKNOWLEDGED BY ME, WILL BE HONORED. ANY OTHER PROMISES OR GUARANTEES MADE TO ME BY ANYONE ARE WRITTEN BELOW." (Include brief description of any recorded document other than this agreement, if NONE, check "NONE" and initial.

() _____
(Initials of Applicant)

E. AUTHENTICATION

(Signature of Unit Commander)

(Signature of Applicant)

(Date)

(Typed Name of Unit Commander)

(Grade)

(SSN)

Unit for which Enlisted:

(Unit Address)

(Officer Trainee Position)

(Paragraph and Line Number)

Figure 13-2

LETTERHEAD

(Officer Symbol)

(Date)

MEMORANDUM FOR

SUBJECT: Notice of Removal from Participation in SMP with Continued Membership in the Unit of Assignment

1. Effective this date, Officer Trainee (Name), (SSN), is hereby removed from the SMP as a result of—
(Check appropriate block)

- ☐ a. Not having enrolled in the Senior ROTC Program within one year of entry into the SMP;
- ☐ b. Not having been accepted for enrollment in the Senior ROTC Program;
- ☐ c. Having been disenrolled from the Senior ROTC Program;
- ☐ d. Refusing to accept a commission when tendered; or,
- ☐ e. Not having been tendered a commission.
- ☐ f. Other:_____.

2. (Officer trainee) has a remaining military service obligation, either statutory or contractual. He/she is thereby retained, as a member of the ARNG, currently assigned to this unit, until the date of expiration of term of service (ETS), which is (ETS date).

3. The following additional information is provided--

- a. IAW NGR 600-200, enlisted pay grade reverts from Officer Trainee to (pay grade).
- b. Reporting code is changed from 09R10/09R20 to (PMOS/DMOS).
- c. Entry on IADT to complete basic training or advanced individual training, or both, (is)(is not) required. A training reservation (has)(has not) been obtained through the REQUEST system. The member will enter on IADT (report date) at (location) to undergo training in (MOS).

FOR THE COMMANDER:

(Signature Block)

Figure 13-3. Notice of Removal from Participation in SMP

LETTERHEAD

(Office Symbol)

(Date)

MEMORANDUM FOR

SUBJECT: Statement of Understanding of Conditional Enrollment - Simultaneous Membership Program (SMP)

I, (Name), have been briefed and understand that while conditionally enrolled in the ROTC Simultaneous Membership Program I am subject to the following:

a. I can only be conditionally enrolled in the Senior ROTC Program for a maximum of one academic year.

b. I will receive commissioning credit for the time spent as a conditional cadet provided I meet all eligibility requirements and become fully contracted within one academic year.

c. I will be eligible for any reenlistment or extension bonuses due as an actively participating enlisted member of the ARNG while in a conditional status.

d. If not already in a pay status equivalent to E-5 or above, I will be eligible for an administrative advancement to Cadet/E-5 (MOS 09R20) in the ARNG effective on the day that I am fully contracted into the Senior ROTC Program.

(Signature of Applicant)

(Signature of PMS or Enrollment Officer)

Figure 13-4. Statement of Understanding of Conditional Enrollment – Simultaneous Membership Program (SMP)

Table 13-1
SMP Standards and Policy

Applicable to nonprior service and prior service applicants qualified for enlistment in the ARNG who can meet criteria for enrollment in MS III, ROTC.

Part 1. Prerequisites that must be met before enlistment

- a. Meet basic eligibility standards for enlistment as prescribed by NGR 600-200, to include full Military Entrance Processing Station (MEPS) processing, unless fully contracted as an MS III or MS IV cadet.
- b. Meet additional requirements below for enrollment in ROTC.
 - (1) Agree to apply for enrollment in the Senior ROTC Program within one year after enlistment in ARNG.
 - (2) Be of good moral character.
 - (3) Be a citizen of the United States.
 - (4) Be at least 18 years of age and under 30 years of age at the time of appointment as a commissioned officer in the Reserve of the Army. HQDA (DAPC-OPP-P) will consider requests for waiver in exceptional cases when approval is recommended by the unit commander concerned, The Adjutant General, and the Commanding General, U.S. Army ROTC Cadet Command. An approved waiver of maximum age will constitute a waiver for enrollment in the senior ROTC program and for appointment as a commissioned officer in the Reserve of the Army.
 - (5) Meet medical fitness standards prescribed in AR 145-1 for enrollment in Senior ROTC Program.
 - (6) Have qualifications for becoming an effective Army officer as evidenced by appearance, record, personality, scholarship, extracurricular activities, and aptitude for military training. See AR 145-1 for personnel ineligible for enrollment in the Senior ROTC Program.
 - (7) Achieve a minimum grade point average of 2.0 on a 4.0 scale.
 - (8) Be enrolled or intend to enroll with two years remaining in a full-time regular course of instruction leading to a baccalaureate or advanced degree at an eligible institution hosting or having a Cross-enrollment Agreement or Extension Center Agreement with another institution hosting an Army ROTC program. This requirement does not apply to individuals contracted and enrolled in MS III or MS IV at time of enlistment. Questions on enrollment status are to be resolved through coordination with the PMS concerned (AR 145-1).
 - (9) Cannot currently be a Campus Based ROTC scholarship recipient.
- c. Prior service applicants must agree to a minimum contractual service obligation of four years remaining on their enlistment. Nonprior service applicants must enlist for an eight-year MSO (minimum 4x4 Enlistment option). ARNG soldiers with less than four years remaining on their enlistment must reenlist or extend their enlistment to a period of four years IAW NGR 600-200.
- d. Have completed PMS Certification (fig 13-1) which shows that the applicant will be enrolled in the Senior ROTC Program.
- e. Complete the SMP agreement (NGB Form 594-1)(fig 13-2).

Part 2. Prerequisites that must be met after enlistment/enrollment

- a. Satisfactory participation with the unit at all scheduled training assemblies and AT periods. A discharge from the ARNG for unsatisfactory participation may result in disenrollment from the ROTC program.
- b. If the soldier has no prior military service, he or she must enter on IADT within 270 days after enlistment and successfully complete the IADT requirement. This requirement is deferred for individuals contracted in MS III or MS IV at the time of enlistment. No part of the ROTC program, to include ROTC Leader Training Course (Formerly known as the Basic Course) or the National Advanced Leaders Camp (Formerly known as the Advanced Camp), satisfies the IADT requirement.

Table 13-1 -- CONTINUED
SMP Standards and Policy

- c. Maintain height and weight standards of AR 600-9.

Part 3. Policy

Applicant will be informed of the requirements in Part 2 a, b, and c above and the following:

- a. SMP is a voluntary officer training program that requires ARNG/USAR enlisted status for eligibility.
- b. In computing length of service for any purpose, an SMP member subsequently commissioned will be credited with enlisted service for the period covered by MS III and IV (Title 10 USC, section 2106).
- c. Participants in the RFD Scholarship Program must participate in the SMP upon enrollment as a RFD scholarship cadet. Recipients of the two-year RFD scholarship, the two-year MJC scholarship, and the dedicated ARNG scholarship must participate in the SMP. Acceptance of a dedicated ARNG, RFD, or a two-year MJC scholarship will not require discharge from the ARNG, but are required to transfer to the USAR Control Group (ROTC).
- d. Should any of the following occur, the soldier will be retained in the unit in an enlisted status, if otherwise qualified, until completion of his or her statutory or contractual obligation and will be required to undergo any IADT not previously completed to include AIT for MOS qualification. The terms of the original enlistment, reenlistment or extension agreement, if enlisted prior to contracting as an MS III, will apply.
 - (1) Potential SMP participants who fail to apply for enrollment in the senior ROTC program within one year after enlistment, reenlistment, or extension for SMP.
 - (2) Officer trainee who is disenrolled from the Senior ROTC Program.
 - (3) Officer trainee who fails to complete the Senior ROTC Program.
 - (4) Officer trainee who fails to accept a commission.
 - (5) Officer trainee who fails to be tendered a commission.
- e. An SMP participant who was contracted in the Senior ROTC Program prior to enlistment in the ARNG and subsequently disenrolled from the Senior ROTC Program may request:
 - (1) Discharge from the current enlistment agreement.
 - (2) Retention in the unit in an enlisted status with same requirements as Part 3d above.
- f. If required, the unit commander will reduce the soldier IAW policy in NGR 600-200 (figure 13-3).
- g. Incentive Programs. Upon acceptance into the SMP, participants in these incentive programs will not be entitled to subsequent incentive payments prior to appointment. Acceptance into the SMP does not require recoupment of incentive payments (See AR 135-7).
- h. Refer to AR 135-7 for eligibility for the Montgomery GI Bill.
- i. If the participant is separated from the ARNG and still enrolled in ROTC, he/she will be transferred to the USAR Control Group (ROTC)(paragraph 13-22).
- j. The PMS will establish the MPRJ which will contain the documents as specified in AR 145-1 and will forward it to the appropriate State Adjutant General when the officer trainee is commissioned or disenrolled/disqualified from the Senior ROTC Program.
- k. The Officer Personnel Management File (OMPF) will be established by HRC-ST LOUIS and will be forwarded to the Personnel Services Division upon receipt of the NGB Form 60. The State will annotate that the person was appointed from the ROTC SMP program.

Part 4. Individuals who are already contracted in the Senior ROTC Program

- a. Nonprior service individuals who are already enrolled in the Senior ROTC Program and who are enlisting under the SMP are required to undergo the ASVAB. An enlistment physical is not required provided the Senior ROTC Program physical is not more than four years old and there have been no medical problems since the date of the last physical to be fully MEPS processed.
- b. Individuals must have a remaining obligation (statutory or contractual) of four or more years at time of enlistment.
- c. Individuals must complete NGB Form 594-1.

Glossary**Section I
Abbreviations**

AA
Associate of Arts Degree

ADL
Active duty list

ADT
Active duty for training

AMEDD
Army Medical Department

AN
Army Nurse Corps

APFT
Army Physical Fitness Test

ARNG
Army National Guard

ARNGUS
Army National Guard of the United States

AR-PERSCOM
Army Reserve Personnel Command

BA
Bachelor of Arts degree

BI
Background investigation

BR
Branch

BS
Bachelor of Science degree

CH
Chaplain

CNGB
Chief, National Guard Bureau

CPT
Captain

COL
Colonel

CW2
Chief Warrant Officer Two

DC
Dental Corps

DCPC
Direct Combat Probability Code

DCS-G1
Deputy Chief of Staff, G1

DNACI
Department of Defense National
Agency Check with Inquiry

DOPMA
Defense Officer Personnel
Management Act

ECP
Early Commissioning Program

ENTNAC
Entrance National Agency Check

FA
Field Artillery

FAST
Flight Aptitude Selection Test

FORSCOM
U.S. Army Forces Command

FRB
Federal Recognition Board

NGR 600-100

HQDA
Headquarters, Department of the Army

ING
Inactive National Guard
JAGC
Judge Advocate General's Corps

IG
Inspector General

LIC
Language Indicator Code

LT
Lieutenant

LTC
Lieutenant Colonel

MA
Master of Arts Degree

MC
Medical Corps

MG
Major General

MEPS
Military Entrance Processing Station

MILPO
Military Personnel Officer

MPRJ
Military Personnel Records Jacket

MS
Medical Service Corps

MTOE
Modified Table of Organization

NAC
National Agency Check

NGB
National Guard Bureau

OAC
Officer Advanced Course

OBC
Officer Basic Course

OCS
Officer Candidate School

OMPF
Officer Management Personnel File

OPCB
Officer Personnel Classification Board

OPMS
Officer Personnel Management System

PhD
Doctor of Philosophy Degree

PSC
Personnel Services Company

RFD
Reserve Forces Duty

ROTC
Reserve Officer Training Corps

SBI
Special Background Investigation

SP

SSN
Social Security Number

STARC
State Area Command

TDA
Table of Distribution and Allowances and
Equipment

TJAG
The Judge Advocate General

TSG
The Surgeon General

UCMJ
Uniform Code of Military Justice

USAR
United States Army Reserve

USC
United States Code

USMA
United States Military Academy

USMC
United States Marine Corps

USPFO
United States Property and Fiscal Officer

VC
Veterinary Corps

Section II

Terms

Active Army

The Active Army consists of (1) Regular Army Soldiers on active duty, (2) Army National Guard of the United States and Reserve soldiers on active duty, who voluntarily applies for entrance into the Army State or Federal Active Guard OCS program (Reserve status), for training or SSN in an, other than for training. (3) Social Security Number Army National Guard soldiers in the service of the United States pursuant to a call, and (4) all persons appointed, enlisted, STARC or inducted into the Army without State Area Command component.

Active Duty

Full-time duty in the active Military service of the United States. As used in this regulation the term is applied to all Army National Guard of the United States and U.S. Army Reserve soldiers ordered to active duty Under Title 10 USC, other than for training. It does not include AGR personnel in a full-time National Guard duty status under Title 32 USC (AR 135-18)

Active Status

The status of an Army National Guard of the United States or commissioned officer, other than a commissioned warrant officer, who is not in the inactive Army National Guard, in the Standby Reserve (Inactive List), or in the Retired Reserve.

Active Service

Service on active duty or full time National Guard duty (AR 135-18)

Applicant

A member of the RA, ARNG, ARNGUS, or USAR who applies voluntarily for order to active duty or full time National Guard duty in the Active Guard Reserve Program (AR 135-18). A person

Associates Degree

A certificate conferred on completion of a two year program at a junior college, university, or degree producing technical institute.

Baccalaureate Degree

A certificate conferred on completion of a four year college program other than a First Professional Degree, i.e., DDS, DMD, MD.

Candidate

An approved applicant who is actually attending officer candidate school (AR 140-50).

Officer

A person holding a commission or warrant in one of the armed forces.

Overstrength

Assigned strength which exceeds that authorized by the TOE and TDA. Assignment of an officer as overstrength may be the result of unit reorganization, inactivation, or relocation. error, or as an authorized exception to policy to correct an injustice (AR 135-155). It may also be as a result of an assignment.